



THE LIBRARY OF CONGRESS

Requests Proposals For Digital Images of Pictorial Materials National Digital Library Program

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AND
Logistics
Services**

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SOLICITATION, OFFER AND AWARD

1. THIS CONTRACT IS A RATED ORDER
UNDER DPAS (48 CFR 250)RATING
N/APAGE OF
A1 | A1 PAGES

2. CONTRACT NO.

3. SOLICITATION NO.

4. TYPE OF SOLICITATION

5. DATE ISSUED

6. REQUISITION/PURCHASE NO.

7. ISSUED BY

RFP97-9

CODE

8. ADDRESS OFFER TO (If other than Item 7)

The Library of Congress
Contracts and Logistics Service
1701 Brightseat Road
Landover, MD 20785

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ **See L-1** for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ **SEE BLOCK 7** _____ until **2:00pm** _____ **07-10-97** _____ (date)

CAUTION - LATE Submissions, Modifications, and Withdrawals. See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:

A. NAME

Helen S. Mathura

B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)

(202) 707-8609 FAX# (202) 707-8611

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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section L, Clause No. 52.232-8)	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offers and related documents numbered and dated)	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B. TELEPHONE NO. (Include area code)	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE	18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(h) <input type="checkbox"/> 41 U.S.C. 253(c)(1)	23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM 9 (4 copies unless otherwise specified)	24. ADMINISTERED BY (If other than Item 7) CODE
25. PAYMENT WILL BE MADE BY CODE	26. NAME OF CONTRACTING OFFICER (Type or print)	27. UNITED STATES OF AMERICA (Signature of Contracting Officer)
28. AWARD DATE		

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

PART I - THE SCHEDULE

CONTINUATION SHEET				
CLIN	LOT 1 - MANDATORY IMAGES -- BASE YEAR	QTY	UNIT PRICE	AMOUNT
B.1.1	IMAGE SET: 5UA, CRI, THM			
	Transmitted-light Materials			
01	B&W Negative, 8 x 10	9,000		
02	B&W Negative, 5 x 7	21,639		
03	B&W Negative, 4 x 5 or smaller	44,220		
04	Color Transparency, 4 x 5 or 5 x 7	50		
	Reflected-light Materials			
05	Cardboard mounted and unmounted prints in mixed sizes from 3 x 5 through 11 x 14, including crop to individual pictures on multiple picture mount, mixed b&w and color	7,500		
B.2.1	IMAGE SET: 4UA, CRI, THM			
	Transmitted-light materials			
01	B&W Negative, 8 x 10	18,000		
02	B&W Negative, 5 x 7 or smaller	600		
03	Color transparency or negative, 8 x 10	30		
04	Color transparency or negative, 4 x 5 or smaller (not slide)	3,500		
B.3.1	IMAGE SET: 3UA, CRI, THM			
	Transmitted-light Materials			
01	Color slides (35mm)	3,648		
	Reflected-light Materials			
01	Cardboard-mounted and unmounted prints in mixed sizes from 1 x 1 through 11 x 14, may entail crop to individual pictures on multiple picture mount, mixed b&w and color	3,750		
B.4.1	PROGRAMMING AND PROCESSING ACTIVITIES (fully-loaded hourly labor)			
01	Technician	150		
02	Programmer	100		
03	Project Leader	100		
B.5.1	STARTUP AND TESTING ACTIVITY	1	LOT	
	TOTAL BASE YEAR COST - MANDATORY IMAGES - LOT 1			

CONTINUATION SHEET				
CLIN	LOT 1 - DESIRABLE IMAGES - BASE YEAR - (IF APPLICABLE)	QTY	UNIT PRICE	AMOUNT
B.6.1	IMAGE SET: 5UA, 5DI, CRI, THM			
	Transmitted-light Materials			
01	B&W Negative, 8 x 10	9,000		
02	B&W Negative, 5 x 7	21,639		
03	B&W Negative, 4 x 5	44,220		
04	Color Transparency, 4 x 5 or 5 x 7	50		
	Reflected-light Materials			
05	Cardboard mounted and unmounted prints in mixed sizes from 3 x 5 through 11 x 14, including crop to individual pictures on multiple picture mount, mixed b&w and color	7,500		
B.7.1	IMAGE SET: 4UA, 4DI, CRI, THM			
	Transmitted-light materials			
01	B&W Negative, 8 x 10	18,000		
02	B&W Negative, 5 x 7 or smaller	600		
03	Color transparency or negative, 8 x 10	30		
04	Color transparency or negative, 4 x 5 or smaller (not slides)	3,500		
B.8.1	IMAGE SET: 3UA, 3DI, CRI, THM			
	Transmitted -light Materials			
01	Color Slides (35mm)	3,648		
	Reflected-light Materials			
01	Cardboard-mounted and unmounted prints in mixed sizes from 1 x 1 through 11 x 14, may entail crop to individual pictures on multiple picture mount, mixed b&w and color	3,750		
B.9.1	*ADDITIONAL COST -- STARTUP AND TESTING ACTIVITY	1	LOT	
	TOTAL BASE YEAR COST - DESIRABLE IMAGES - LOT 1			

***THIS AMOUNT IS TO INCLUDE ONLY THOSE ADDITIONAL COSTS ASSOCIATED WITH THE DESIRABLE REQUIREMENTS AND NOT INCLUDE THE COSTS OF THE MANDATORY STARTUP AND TESTING ACTIVITY IN B.5.1 on Page B-1**

PART I - THE SCHEDULE

CONTINUATION SHEET				
CLIN	LOT 1 - MANDATORY IMAGES -- OPTION YEAR 1	QTY	UNIT PRICE	AMOUNT
B.1.2	IMAGE SET: 5UA, CRI, THM			
	Transmitted-light Materials			
01	B&W Negative, 8 x 10	50		
02	B&W Negative, 5 x 7	22,320		
03	B&W Negative, 4 x 5 or smaller	36,150		
04	Color Transparency, 4 x 5 or 5 x 7	1,530		
	Reflected-light Materials			
05	Cardboard mounted and unmounted prints in mixed sizes from 3 x 5 through 11 x 14, including crop to individual pictures on multiple picture mount, mixed b&w and color	100		
B.2.2	IMAGE SET: 4UA, CRI, THM			
	Transmitted-light materials			
01	B&W Negative, 8 x 10	500		
02	B&W Negative, 5 x 7 or smaller	100		
03	Color transparency or negative, 8 x 10	10		
04	Color transparency or negative, 4 x 5 or smaller (not slide)	1,500		
B.3.2	IMAGE SET: 3UA, CRI, THM			
	Transmitted-light Materials			
01	Color slides (35mm)	1,000		
	Reflected-light Materials			
01	Cardboard-mounted and unmounted prints in mixed sizes from 1 x 1 through 11 x 14, may entail crop to individual pictures on multiple picture mount, mixed b&w and color	100		
B.4.2	PROGRAMMING AND PROCESSING ACTIVITIES (fully-loaded hourly labor)			
01	Technician	100		
02	Programmer	75		
03	Project Leader	75		
	TOTAL OPTION YEAR 1 COST - MANDATORY IMAGES - LOT 1			

CONTINUATION SHEET				
CLIN	LOT 1 - DESIRABLE IMAGES - OPTION YEAR 1	QTY	UNIT PRICE	AMOUNT
B.6.2	IMAGE SET: 5UA, 5DI, CRI, THM			
	Transmitted-light Materials			
01	B&W Negative, 8 x 10	50		
02	B&W Negative, 5 x 7	22,320		
03	B&W Negative, 4 x 5	36,150		
04	Color Transparency, 4 x 5 or 5 x 7	1,530		
	Reflected-light Materials			
05	Cardboard mounted and unmounted prints in mixed sizes from 3 x 5 through 11 x 14, including crop to individual pictures on multiple picture mount, mixed b&w and color	100		
B.7.2	IMAGE SET: 4UA, 4DI, CRI, THM			
	Transmitted-light materials			
01	B&W Negative, 8 x 10	500		
02	B&W Negative, 5 x 7 or smaller	100		
03	Color transparency or negative, 8 x 10	10		
04	Color transparency or negative, 4 x 5 or smaller (not slides)	1.500		
B.8.2	IMAGE SET: 3UA, 3DI, CRI, THM			
	Transmitted-light Materials			
01	Color Slides (35mm)	1,000		
	Reflected-light Materials			
01	Cardboard-mounted and unmounted prints in mixed sizes from 1 x 1 through 11 x 14, may entail crop to individual pictures on multiple picture mount, mixed b&w and color	100		
	TOTAL OPTION YEAR 1 COST - DESIRABLE IMAGES - LOT 1			

PART I - THE SCHEDULE

CONTINUATION SHEET				
CLIN	LOT 1 - MANDATORY IMAGES -- OPTION YEAR 2	QTY	UNIT PRICE	AMOUNT
B.1.3	IMAGE SET: 5UA, CRI, THM			
	Transmitted-light Materials			
01	B&W Negative, 8 x 10	50		
02	B&W Negative, 5 x 7	8,300		
03	B&W Negative, 4 x 5 or smaller	29,650		
04	Color Transparency, 4 x 5 or 5 x 7	50		
	Reflected-light Materials			
05	Cardboard mounted and unmounted prints in mixed sizes from 3 x 5 through 11 x 14, including crop to individual pictures on multiple picture mount, mixed b&w and color	100		
B.2.3	IMAGE SET: 4UA, CRI, THM			
	Transmitted-light Materials			
01	B&W Negative, 8 x 10	500		
02	B&W Negative, 5 x 7 or smaller	100		
03	Color transparency or negative, 8 x 10	10		
04	Color transparency or negative, 4 x 5 or smaller (not slide)	1,500		
B.3.3	IMAGE SET: 3UA, CRI, THM			
	Transmitted-light Materials			
01	Color slides (35mm)	1,000		
	Reflected-light Materials			
01	Cardboard-mounted and unmounted prints in mixed sizes from 1 x 1 through 11 x 14, may entail crop to individual pictures on multiple picture mount, mixed b&w and color	100		
B.4.4	PROGRAMMING AND PROCESSING ACTIVITIES (fully-loaded hourly labor)			
01	Technician	100		
02	Programmer	75		
03	Project Leader	75		
	TOTAL OPTION YEAR 2 COST - MANDATORY IMAGES - LOT 1			
**TOTAL EVALUATED COST - LOT 1				

****LOT 1 - FOR COST EVALUATION PURPOSES THE TOTALS OF THE BASE YEAR (PAGE B-1), OPTION YEAR 1 (PAGE B-3), AND OPTION YEAR 2 (PAGE B-5) WILL BE ADDED.**

CONTINUATION SHEET				
CLIN	LOT 1 - DESIRABLE IMAGES - OPTION YEAR 2	QTY	UNIT PRICE	AMOUNT
B.6.3	IMAGE SET: 5UA, 5DI, CRI, THM			
	Transmitted-light Materials			
01	B&W Negative, 8 x 10	50		
02	B&W Negative, 5 x 7	8,300		
03	B&W Negative, 4 x 5	29,650		
04	Color Transparency, 4 x 5 or 5 x 7	50		
	Reflected-light Materials			
05	Cardboard mounted and unmounted prints in mixed sizes from 3 x 5 through 11 x 14, including crop to individual pictures on multiple picture mount, mixed b&w and color	100		
B.7.3	IMAGE SET: 4UA, 4DI, CRI, THM			
	Transmitted-light materials			
01	B&W Negative, 8 x 10	500		
02	B&W Negative, 5 x 7 or smaller	100		
03	Color transparency or negative, 8 x 10	10		
04	Color transparency or negative, 4 x 5 or smaller (not slides)	1,500		
B.8.3	IMAGE SET: 3UA, 3DI, CRI, THM			
	Transmitted-light Materials			
01	Color Slides (35mm)	1,000		
	Reflected-light Materials			
01	Cardboard-mounted and unmounted prints in mixed sizes from 1 x 1 through 11 x 14, may entail crop to individual pictures on multiple picture mount, mixed b&w and color	100		
	TOTAL OPTION YEAR 2 COST - DESIRABLE IMAGES - LOT 1			
***TOTAL COST - LOT 1 DESIRABLE REQUIREMENTS				

***TOTAL COST FOR THE DESIRABLE REQUIREMENTS TO INCLUDE BASE YEAR (PAGE B-2), OPTION YEAR 1 (PAGE B-4), AND OPTION YEAR 2 (PAGE B-6) AND SHALL NOT INCLUDE THE COST FOR THE MANDATORY REQUIREMENTS. EVALUATION WILL BE BASED ON ADDED VALUE AND REASONABLENESS.

PART I - THE SCHEDULE

CONTINUATION SHEET				
CLIN	LOT 2 - MANDATORY IMAGES -- BASE YEAR	QTY	UNIT PRICE	AMOUNT
B.10.1	IMAGE SET: 5UA, CRI, THM			
01	Transmitted-light materials: 35mm B&W negative or B&W transparency, on 3 foot film rolls	32,000		
B.11.1	IMAGE SET: CUA, THM (OPTIONAL REQUIREMENT)			
01	Maps from color 105mm microfiche--initial segment	100		
02	Maps from color 105mm microfiche--additional segment for concatenation to create single map image	750		
B.12.1	PROGRAMMING AND PROCESSING ACTIVITIES (fully-loaded hourly labor rates)			
01	Technician	50		
02	Programmer	100		
03	Project Leader	100		
B.13.1	LOT 2 - STARTUP AND TESTING ACTIVITY	1	LOT	
	TOTAL BASE YEAR COST - MANDATORY & OPTIONAL IMAGES - LOT 2			
CLIN	LOT 2 - DESIRABLE IMAGES -- BASE YEAR	QTY	UNIT PRICE	AMOUNT
B.14.1	IMAGE SET: 5UA, 5DI, CRI, THM			
01	Transmitted-light materials: 35mm B&W negative or B&W transparency, on 3 foot film rolls	32,000		
B.15.1	*ADDITIONAL COST - STARTUP AND TESTING ACTIVITY			
	TOTAL BASE YEAR COST - DESIRABLE IMAGES - LOT 2			

***THIS AMOUNT IS TO INCLUDE ONLY THOSE ADDITIONAL COSTS ASSOCIATED WITH THE DESIRABLE REQUIREMENTS AND NOT INCLUDE THE COSTS OF THE MANDATORY STARTUP AND TESTING ACTIVITY IN B.13.1**

CONTINUATION SHEET				
CLIN	LOT 2 - MANDATORY IMAGES -- OPTION YEAR 1	QTY	UNIT PRICE	AMOUNT
B.10.2	IMAGE SET: 5UA, CRI, THM			
01	Transmitted-light materials: 35mm B&W negative or B&W transparency, on 3 foot film rolls	100		
B.11.2	IMAGE SET: CUA, THM (OPTIONAL REQUIREMENT)			
01	Maps from color 105mm microfiche--initial segment	3,000		
02	Maps from color 105mm microfiche--additional segment for concatenation to create single map image	22,000		
B.12.2	PROGRAMMING AND PROCESSING ACTIVITIES (fully-loaded hourly labor rates)			
01	Technician	50		
02	Programmer	100		
03	Project Leader	100		
TOTAL OPTION YEAR 1 COST - MANDATORY & OPTIONAL IMAGES - LOT 2				
CLIN	LOT 2 - DESIRABLE IMAGES -- OPTION YEAR 1	QTY	UNIT PRICE	AMOUNT
B.14.2	IMAGE SET: 5UA, 5DI, CRI, THM			
01	Transmitted-light materials: 35mm B&W negative or B&W transparency, on 3 foot film rolls	100		
TOTAL OPTION YEAR 1 COST - DESIRABLE IMAGES - LOT 2				

CONTINUATION SHEET				
CLIN	LOT 2 - MANDATORY IMAGES -- OPTION YEAR 2	QTY	UNIT PRICE	AMOUNT
B.10.3	IMAGE SET: 5UA, CRI, THM			
01	Transmitted-light materials: 35mm B&W negative or B&W transparency, on 3 foot film rolls	100		
B.11.3	IMAGE TYPE: CUA, THM (OPTIONAL REQUIREMENT)			
01	Maps from color 105mm microfiche--initial segment	1,000		
02	Maps from color 105mm microfiche--additional segment for concatenation to create single map image	7,500		
B.12.3	PROGRAMMING AND PROCESSING ACTIVITIES (fully-loaded hourly labor rates)			
01	Technician	50		
02	Programmer	50		
03	Project Leader	50		
TOTAL OPTION YEAR 2 COST - MANDATORY & OPTIONAL IMAGES - LOT 2				
**TOTAL EVALUATED COST - LOT 2				
CLIN	LOT 2 - DESIRABLE IMAGES -- OPTION YEAR 2	QTY	UNIT PRICE	AMOUNT
B.14.3	IMAGE SET: 5UA, 5DI, CRI, THM			
01	Transmitted-light materials: 35mm B&W negative or B&W transparency, on 3 foot film rolls	100		
TOTAL OPTION YEAR 2 COST - DESIRABLE IMAGES - LOT 2				
***TOTAL COST - LOT 2- DESIRABLE REQUIREMENTS				

**LOT 2 - FOR EVALUATION PURPOSES THE TOTALS OF THE BASE YEAR (PAGE B-7), OPTION YEAR 1 (PAGE B-8), AND OPTION YEAR 2 (PAGE B-9) MANDATORY AND OPTIONAL REQUIREMENT IN B.11.1, B.11.2, AND B.11.3 WILL BE ADDED.

***TOTAL COST FOR THE DESIRABLE REQUIREMENTS TO INCLUDE BASE YEAR (B.14.1, PAGE B-7), OPTION YEAR 1 (B.14.2, PAGE B-8), AND OPTION YEAR 2 (B.14.3 PAGE B-9) AND SHALL NOT INCLUDE THE COST FOR THE MANDATORY REQUIREMENTS. EVALUATION WILL BE BASED ON ADDED VALUE AND REASONABLENESS.

SECTION C

DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 BACKGROUND

C.1.1 The Library of Congress and the National Digital Library Program

The central mission of the Library of Congress (Library or LC) is to assemble, preserve, and provide access to a universal collection representing human knowledge in order to serve the United States Congress and the American people. During the next several years, the provision of access to this collection will increasingly be accomplished via online networks and the Library of Congress will work cooperatively with other libraries and archives to establish a national digital library.

To support its growing role in online access, the Library has established the National Digital Library Program (NDLP), which has as its primary focus the conversion of historical collections to digital form. By the end of the year 2000, the Library plans to convert hundreds of thousands of its more than 100 million items. The material to be converted includes books and pamphlets, manuscripts, prints and photographs, motion pictures, and sound recordings.

As America's national library, the Library of Congress is committed to establishing and maintaining standards and practices that will support the development of the national digital library.

C.2 SCOPE OF WORK

The Library requires the creation of digital images of pictorial collections and other visual media for the National Digital Library Program. These images will aid in the preservation of the information contained in the original items. After the images have been archived at the Library, a determination of their status in terms of copyright or other restrictions will be made and, for those items deemed appropriate, access to them will be provided via the Internet or other electronic means.

The delivered sets of images shall be coherently and logically named and/or numbered and shall be placed in delivery directories with prescribed characteristics. After the Library loads the images into the Library's retrieval system, the named images and directories will *link* the images to bibliographic records (computer catalog "cards") or to finding aids (not unlike the yellow pages in a telephone directory).

C.2.1 Workflow

Work shall be performed under either LOT 1 or LOT 2 requirements which may be awarded as one (1) or two (2) separate contracts. LOTS 1 and 2 are differentiated by image capture site. Many of the materials which shall be digitized are processed and currently available to the public. To minimize the removal of materials from use by patrons of the Library, the image capture of most collections shall be carried out on the premises of the three Library of Congress buildings on Capitol Hill under LOT 1. Work under LOT 2 shall include the Mead-Bateson photographs and, as an optional

requirement historical maps scanned from microfiche, to be exercised pending availability of funding no later than December 31, 1998. The LOT 2 scanning shall be performed offsite at the contractor's facility.

Work under LOT 1 shall be performed as two (2) separate efforts at two (2) Library capture sites.

- A continuous, 34-month effort shall be performed at one capture **site** and shall primarily be designed to accommodate the largest block of items in a single collection, the estimated 170,000 photographic negatives in the Historic American Buildings Survey/Historic American Engineering Record (HABS/HAER). This site shall also be used for the capture of images of smaller groups of prints.
- Work under a separate effort at the second capture site shall proceed as small- or medium-scale projects of coherent groups of related materials under task orders. The initial task order is for a 10-month period to capture a variety of materials, including much of the reflected-light materials and some of the negatives.

The delivery schedule and workflow requirements are provided in Section F.

C.2.2 Startup and Testing Phase

Work under both LOT 1 and LOT 2 shall begin with startup and testing activities designed to resolve various technical details and to confirm and finalize the definition of technical elements.

C.2.3 Representative Collections

The materials which shall be digitized vary. The following list enumerates a number of representative collections for which production planning is under way. The Library may add or substitute collections with similar technical requirements. Descriptions and specifications of some of the actual materials are included in the referenced Section J Attachments.

C.2.3.1 From the Prints & Photographs Division

Historic American Buildings Survey/Historic American Engineering Record
(HABS/HAER) (170,000 items)--(Section J, Attachment 1)

Civil War Photographs/Prints from Reading Room Files (7,000 reflected-light
items)
(Section J, Attachment 3)

Baseball Card Collection (2,150 reflected-light items)--(Section J, Attachment 2)

High Demand Items/Copy Photographs (ca. 20,000 transmitted-light items)--
(Section J, Attachment 4)

Selected Presidents from Presidential File in Reading Room Files (13,000
reflected-light items)

Mead-Bateson Bali-New Guinea photographs (ca. 32,000 transmitted -light
items)--
(Section J, Attachment 5)

Lomax Collection (ca. 350 reflected-light items)

C.2.3.2 From the American Folklife Center

Vance Randolph Collection (ca. 170 reflected-light items)

Todd-Sonkin Collection (ca. 30 reflected-light items)

Paterson, N.J. Field Project (ca. 200 transmitted-light items)

Nevada Field Project (ca. 200 transmitted-light items)

C.2.3.3 From Motion Picture, Broadcast, and Recorded Sound Division

Promotional movie stills (ca. 6,000 reflected-light items)

Biograph Company paper prints (ca. 70,000 reflected-light items)

C.2.3.4 From the Music Division

Leonard Bernstein Collection (ca. 25,000 reflected-light items)

Federal Theater Project negatives (ca. 9,000 transmitted-light items)

Edward and Marian MacDowell Collection (ca. 500 reflected-light items)

William Gottlieb Collection (ca. 1,500 transmitted-light items)

Gahan Opera Photographs (ca. 2,000 reflected-light items)

Miller Flute Collection photographs (ca. 2,000 transmitted-light items)

Moldenhauer Collection (ca. 1,000 reflected-light items)

Coolidge photographs (ca. 700 reflected-light items)

C.2.3.5 From the Serials Division

Pulp Fiction covers (ca. 2,000 reflected-light items)

C.2.3.6 From the Geography and Map Division - (OPTION)

Civil War maps on microfiche (ca. 3,000 transmitted-light items)--(Section J, Attachment 6)

Historical landownership maps on fiche (ca. 1,000 transmitted-light items)

The number of items indicated in the above list are approximate and represent the portion of each collection that may be digitized under this contract. Many of these collections contain other media types that will not be digitized or which may be digitized under other contracts.

C.3 **LIBRARY FURNISHED MATERIALS AND FACILITIES**

The Library will furnish to the contractor the original materials to be scanned. Items in LOT 1 will be brought to the designated workspace(s) in the Library of Congress buildings (Madison and Adams) located on Capitol Hill. Items in LOT 2 will be packed for pickup/shipments to the contractor's facility.

The following terms describe portions or segments of materials to be digitized:

collection - A coherent group of materials as held by the Library and typically described as a unit in cataloging or finding aids. Example: the 7,000-picture Civil War photograph *collection* which occupies 16 vertical-file drawers.

batch - A block of materials within a collection that shall be treated as a production unit, i.e., task order and delivery requirements will be stated in terms of batches. Example: each four-drawer Civil War photograph file cabinet contains from 1,500-2,000 pictures which constitutes a *batch* for that collection.

scan group - A block of materials of a convenient size for Library personnel to deliver to the contractor and sufficiently large enough to provide work for one or two scanning sessions. Example: each drawer of Civil War photographs containing from 400-500 pictures constitutes a *scan group* for that collection.

C.3.1 **LOT 1 - Work Space**

For the scanning of the materials in LOT 1, the Library will provide work space, access

to electrical outlets, and telephones. The work space for the LOT 1, HABS/HAER effort, will be located in the Prints and Photographs Division. This space is 5 x 25 feet and will be available for use by the contractor from 6:30 a.m. until 6:00 p.m., Monday through Friday. The workspace will include at least eight feet of shelf space with cabinet space below (see Section J, Attachment 8 for a floor plan of the workspace).

The work space for the second LOT 1 work effort will be located in the Library's Adams Building. This space will also be available for use by the contractor from 6:30 a.m. until 6:00 p.m., Monday through Friday.

C.3.2 LOT 1 - Original Items

LOT 1 materials shall be captured in *scan groups*. The items to be delivered to the contractor may be stored individually in various types of containers and also be stored as a group in various file drawers. The storage medium will vary from collection to collection.

Two illustrative examples are 1) the 4 x 5-inch HABS/HAER negatives which are stored in 5 x 8 x 4-inch boxes with as many as 50 of these boxes stored in a vertical file drawer; and 2) the mounted Civil War prints which are kept in vertical-file drawers, some of which are individually encased in mylar with approximately 400-500 prints per drawer.

The size of the scan group will depend upon the value of the original, its fragility, the availability of secure storage at the scanning site, and other factors. At a minimum, enough material for each day's scanning session will be provided.

For most collections of housed items, e.g., negatives in envelopes or prints in mylar, all handling and scanning labor shall be performed by contractor personnel which shall include removing items from storage containers one at a time, performing the scanning and associated record keeping, and replacing the items in the housing after capture has been completed. In some situations, such as with fragile or rare items, a Library technician will assist the operator by removing the item from the housing, handling the materials to be scanned at the time of image capture, and subsequently rehousing the original object. Task order instructions will be provided for specific collections.

Each original item furnished will be marked with a *physical identification number*. Prints typically have an identification number written on the back. Negatives typically have the negative number (the physical identification number for a negative) written on the storage envelope.

C.3.3 LOT 2 - Original Materials

C.3.3.1 Mead/Bateson Negatives

The Library will prepare and pack the negatives to be digitized for shipment to the contractor in batches and will notify the contractor's approved carrier when the

shipments are ready. Each batch will be accompanied by an inventory that lists each original negative by negative and frame number along with the corresponding series code (unique identifier). The contractor shall validate each shipment upon receipt and return a Receipt of Materials Form (see Section J, Attachment 7). A written record shall be made of any other deviations, and the COTR shall be notified of such within 24 hrs. To minimize the potential for loss or damage to the original negatives, the Library will ship negatives in batches totaling approximately 1,400 frames at any one time. It is anticipated that no more than 4,320 negatives shall be on the contractor's premises at any one time. This will permit one incoming, one batch in production, and one batch in preparation for return. If a completed batch of digital images (shipment of 1,440) is rejected for any reason, the Library will halt further shipments to the contractor until corrections are made and the batch has been accepted.

C.3.3.2 Civil War Microfiche (Optional Requirement)

The Library will prepare and pack the fiche to be digitized for shipment to the contractor in batches and will notify the contractor's approved carrier when the shipment are ready. Each batch will be accompanied by an inventory that lists each original fiche. The contractor shall validate each shipment upon receipt and return a Receipt of Materials Form (see Section J, Attachment 7). A written record shall be made of any other deviations, and the COTR shall be notified of such within 24 hrs. To minimize the potential for loss or damage, the Library shall ship fiches in batches of about 500. It is anticipated that no more than 1,500 fiche shall be on the contractor's premises at any one time. This will permit one incoming, one batch in production, and one batch in preparation for return. If a completed batch of digital images (shipment of 500) is rejected for any reason, the Library will halt further shipments to the contractor until corrections are made and the batch has been accepted.

C.4 GENERAL IMAGING REQUIREMENTS

The contractor shall produce sets of digital images following both the general requirements included in Section C and also the collection specific requirements included in the Section J, Attachments. All general requirements shall apply to both LOT 1 and LOT 2 unless indicated otherwise. Additional collection specific requirements not included will be provided as statements of work prior to issuance of task orders.

C.4.1 Mandatory Image Types--Format, Resolution, and Compression

With the exception of the cartographic images, the Library's mandatory requirement is that each original item shall be reproduced as a set of three digital images: (1) an uncompressed archival image (either 3000, 4000 or 5000 pixels--the specific type to be produced for a given collection will be stated in the task order), (2) a compressed reference image, and (3) a thumbnail image (See C.4.3.1, C.4.3.1.1, C.4.3.2, and C.4.3.3). The requirement for cartographic images is that each original item be produced as an archival image as specified in C.4.3.5 and a thumbnail image as specified in C.4.3.3.

C.4.2 Desirable Image Types

Based on an understanding that more of the information in an original item will be captured in a digital file with an extended tonal range and, additionally, that such images offer superior service as archival files and can provide publishers with better sources for printing plates, the Library has a two-part desirable requirement that involves the creation of four images instead of the three in the mandatory requirement. (There is no desirable requirement for the cartographic images.) The first part of the desirable requirement is for the creation of an archival image with a tonal range of 12 or more bits-per-pixel (36 or more bits for color) as specified in C.4.3.1.2. The second part of the desirable requirement is for the creation of a display image at the same spatial resolution as the archival image (3,000, 4,000, or 5,000 pixels) but with tonality reduced to 8 bits-per-pixel (24 bits for color) and JPEG compression applied (see C.4.3.4). This image shall serve end users who, after viewing a thumbnail (C.4.3.3) or compressed reference image (C.4.3.2), wish to view a higher resolution version of the picture, and for whom a compressed image will transmit efficiently over the Internet.

C.4.3 Image Format, Resolution, and Compression

Image requirements in terms of format, resolution, and compression for both the mandatory and desirable images are as specified below.

C.4.3.1 5UA, 4UA, or 3UA: 5000-, 4000-, or 3000-PIXEL UNCOMPRESSED ARCHIVAL IMAGES (Mandatory)

- Spatial resolution of approximately either 5,000 (5UA), 4000 (4UA), or 3,000 (3UA) pixels as specified on the image's long side--with the short side falling where it may. This resolution shall be the actual optical resolution of the capture (or a reduction therefrom) and shall not represent values achieved by interpolation.
- No sharpening or other enhancement
- Uncompressed
- "Intel" TIFF, with ver. 5.0 or 6.0 headers (content specified elsewhere in this Statement of Work)
- Must work in IBM-compatible environment

C.4.3.1.1 Mandatory Tonality

- Tonal (pixel-depth resolution): Color: 24 bits-per-pixel; black and white: 8 bits-per-pixel

C.4.3.1.2 Desirable Tonal

- Tonal (pixel-depth resolution): Color: 36 or more bits-per-pixel; black and white: 12 or more bits-per-pixel

C.4.3.2 **CRI: COMPRESSED REFERENCE IMAGES (Mandatory)**

- Spatial resolution approximately 640 pixels on the image's long side--with the short side falling where it may. This resolution shall be the actual optical resolution of the capture (or a reduction therefrom) and shall not represent values achieved by interpolation.
- Tonal (pixel-depth resolution): Color: 24 bits-per-pixel; black and white: 8 bits-per-pixel
- Sharpen or other enhancement shall be at a level as defined and determined during the contract startup and test activity
- JPEG compression to yield average compression of 10:1 for grayscale and 15:1 for color
- JFIF format/headers
- Must work in IBM-compatible environment

C.4.3.3 **THM: THUMBNAIL IMAGES (Mandatory)**

- Spatial resolution approximately 150 pixels on the image's long side--with the short side falling where it may.
- Tonal (pixel-depth resolution): 8 bits-per-pixel
- Palettes optimized (adaptive palettes) for each image
- Sharpen or other enhancement shall be at a level as defined and determined during the contract startup and test activity
- Uncompressed
- "Intel" TIFF, with ver. 5.0 or 6.0 headers (content specified elsewhere in this Statement of Work)
- Must work in IBM-compatible environment

C.4.3.4 **5DI, 4DI, or 3DI: 5000-, 4000-, or 3000-PIXEL COMPRESSED DISPLAY IMAGES (Desirable)**

- Spatial resolution of approximately of either 5,000 (5DI), 4000 (4DI), or 3,000 (3DI) pixels as specified on the image's long side--with the short side falling where it may. This resolution shall be the actual optical resolution of the capture (or a reduction therefrom) and shall not represent values achieved by interpolation.
- Tonal (pixel-depth resolution): Color: 24 bits-per-pixel; black and white: 8 bits-per-pixel
- Sharpen or other enhancement shall be at a level as defined and determined during the contract startup and test activity
- JPEG compression to yield average compression of 10:1 for grayscale and 15:1 for color
- JFIF format/headers
- Must work in IBM-compatible environment

C.4.3.5 CUA: CARTOGRAPHIC UNCOMPRESSED ARCHIVAL IMAGES (OPTION)

- Spatial resolution of 300 dpi as measured against the original paper map that has been copied onto a 105mm fiche (see Section J, Attachment 6). The scanning resolution applied to the fiche shall be high enough to yield 300 dpi when the fiche reduction ratio is considered and shall be the actual optical resolution of the capture and shall not represent values achieved by interpolation. Image-tile concatenation may be required to produce these images.
- Sharpen or other enhancement shall be at a level as defined and determined during the setup activity for this collection
- Uncompressed
- "Intel" TIFF, with ver. 5.0 or 6.0 headers (content specified elsewhere in this Statement of Work)
- Must work in IBM-compatible environment
- Tonal (pixel-depth resolution): Color: 24 bits-per-pixel; black and white: 8 bits-per-pixel

C.4.4 Image Tonal Range

The tonal range of the delivered digital images delivered shall be representative of the

original scene or artifact or, in the case of images whose source is a photographic negative, of the expected representation of the original scene when the negative is reproduced as a positive print.

- For prints (black-and-white or color), the objective is to reproduce the items as they exist in the collection.
- For negatives and original positive transparencies, the objective is to create a positive image in a manner that may be compared to creating a print (black-and-white or color) in a darkroom.

Providing images with acceptable tonal qualities shall require that the scanning operator exercise judgement when producing the images. The operator's judgement required to achieve the required outcome shall be especially critical when imaging color items. Utilization of general imaging industry standards and those as agreed to and established during the contract startup and testing phase shall be followed. Additionally, consultation

with Library staff may, when necessary, be required in order to ensure that appropriate operator judgements are made throughout the run of a particular batch or scan group.

C.4.4.1 Tonal Value (Mandatory)

Tonal value for all mandatory images and the desirable compressed display image shall be as follows:

- For a black-and-white scene with a typical range of brightness, e.g., a landscape in daylight or a conventional studio portrait, a histogram shall show continuity of sampling and shall include values ranging from black to white. Some pixel values shall fall in the range of 5 - 12 (black) while some values shall fall in the range 243-250 (white).
- For color images with typical scene brightness that include white or black elements, similar values shall be provided for RGB (red, green, blue) renderings of white or black, i.e., a white area shall have values of r=243-250, b=243-250, and g=243-250 and a black area shall have values of r=5-12, b=5-12, and g=5-12.

C.4.4.2 Tonal Value (Desirable Archival Image)

The tonal value for the desirable archival images shall be as follows:

- For a black-and-white scene with a typical range of brightness, e.g., a landscape in daylight or a conventional studio portrait. If the desirable images are produced at 12 bits-per-pixel, the histogram shall show continuity of sampling and include values ranging from black to white, and some pixel values in the range of 5-15 (black) will be present as well as some values in the range 4070-4086

(white). If the desirable images are produced at greater than 12 bits-per-pixel, the histogram shall show continuity of sampling and include values proportionally greater than those for 12 bits per pixel.

- For color images with typical scene brightness that include white or black elements, if the desirable images are produced at 36 bits-per-pixel, similar values shall be provided for RGB (red, green, blue) renderings of white or black, i.e., a white area shall have values of r=4070-4086, b=4070-4086, and g=4070-4086 and a black area shall have values of r=0-10, b=0-10, and g=0-10. If the desirable images are produced at greater than 36 bits-per-pixel, the histogram shall show continuity of sampling and include values proportionally greater than those for 36 bits per pixel.

C.4.5 Deriving the Reference and Thumbnail Images

The requirements for tonal representation shall apply to all three (archival, reference and thumbnail) images. The reference and thumbnail images, however, shall be reduced in scale and shall be sharpened, compressed, and color-indexed as applicable. The methods or techniques to be used to provide this additional image processing shall minimize image degradation and also produce derivative images that maintain the general look and character of the archival images.

C.4.6 Requirements Subject to Measurement

The image-capture system used to produce the images shall meet certain requirements that pertain to spatial resolution, tonal distribution, and noise (signal to noise ratio; meaning how many bits of the stored file are actual image information and how many bits are random noise of the system). Spatial resolution is determined by measuring the modulation transfer function (MTF) of the capture system. This will enable the Library to ensure that the delivered files have the required resolution and were not sampled up from a lower resolution; for example, an image produced from an 8x10-inch photograph at 3,000-pixels shall have a spatial resolution that is truly 300 dpi and was not sampled up from a 200 dpi file. The measurement of tonal distribution (C.4.6.2) shall confirm that the capture system is capable of capturing images that have the full range of tones as specified in the requirements above. The measurement of noise (C.4.6.3) shall ensure that the capture system produces a signal that includes as much image information as possible.

C.4.6.1 Modulation Transfer Function

The measured MTF shall have values which fall within the ranges given in the following table, at the given spatial frequencies:

Frequency	MTF
1	0.90 to 1.0
2	0.80 to 1.0

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3	0.70 to 1.0
4	0.60 to 1.0
5	0.50 to 1.0
6	0.40 to 1.0
8	0.30 to 1.0
10	0.20 to 1.0

C.4.6.2 Tonal Resolution

For mandatory images (8-bit grayscale), the digital values should be linear to the original density. The digital values for each area on the grayscale target shall not deviate by more than 10 from a linear least squares regression line fitted between the densities of the original target and the digital output values. A white area shall have values of r=243-250, g=243-250, and b=243-250, and a black area shall have values of r=5-12, g=5-12, and b=5-12. Care should be taken that no clipping (= loss of details) in either the highlights or the shadows occurs.

For desirable images the digital values should be linear to reflectance / or transmittance. A white area shall have values of r=4070-4086, g=4070-4086, and b=4070-4086, and a black area shall have values of r=5-15, g=5-15, and b=5-15. Care should be taken that no clipping (= loss of details) in either the highlights or the shadows occurs.

C.4.6.3 Baseline Values for Noise, Flare, and Geometry

Measurement of the evaluation benchmark test (Section M.2.2) of the target images (Section C.4.6.4) will establish baseline values for noise, flare, and scanner geometry. These baseline values shall not deteriorate during the period of performance, i.e., noise and flare shall not increase nor geometry be adversely affected.

As indicated in Section C.7.5.2, the contractor shall include newly scanned images of the target set with each batch of images delivered to the Library, for use in determining that the baseline values are maintained. The Library will notify contractors if the values are not maintained. The contractor shall then take steps to bring the values to the levels measured earlier.

C.4.6.4 Targets for Objective Measurement

The conformance of the contractor's system to the preceding requirements shall be determined by measuring images of the target sets described below. The target sets and the measurement tools have been provided by the Image Permanence Institute (IPI) of Rochester, NY.

C.4.6.4.1 Transmitted light target set

The transmitted light target set will include the following elements:

- A. Spatial resolution targets (produced by Sine Patterns Inc.).
 - Sine Patterns M-6-60, size 46 x 70 mm (for larger format originals, used for Lot 1 evaluation)
 - Sine Patterns M-7-60, size 21.5 x 30 mm (for smaller originals, used for Lot 2 evaluation)

The Sine Pattern target contains four rows of patterns. The top row contains seven different transmittance density patches. The next two rows contain sine wave patterns with different spatial frequencies, and the bottom row contains seven additional different transmittance density patches. Each target is calibrated individually by the manufacturer.

- B. Gray Scale targets. Measurement of the image of this target characterizes the relationship between the input values and the digital output values. In addition, the white, middle gray, and black area of the grayscale target will be used to measure the system noise (see C below).
 - Target consisting of 12 different gray density patches on a middle gray background (for digital cameras).
 - Target that includes a gray scale and a white, a gray, and a black area (for linear array scanners).

- C. **An** Additional target.
 - Knife-edge target for resolution measurement; this target will allow for an additional measurement of the spatial resolution using a different approach than the sine wave target. The target necessary consists of a slightly tilted sharp edge. The results can be compared to readings from the Sine Patterns targets (A. above); the knife edge target responds differently to image sharpening and improper resampling methods and helps determine if post-scan processing has been applied.
 - **Additionally, the targets shall be evaluated for scanner noise, scanner geometry, and flare.**

C.4.6.4.2 Reflected light target set

The reflected light target set will include the following elements:

A. Spatial resolution targets (produced by Sine Patterns Inc.).

- Sine Patterns M-13-60 (1x), size 47x70 mm.

The target contains four rows of patterns. The top row contains seven different reflectance density patches. The next two rows contain sine wave patterns with different spatial frequencies, and the bottom row contains seven additional different reflectance density patches. Each target is calibrated by the manufacturer.

B. Grayscale targets.

Same types as transmitted light target set above, except these are manufactured for reflected light readings.

C. **An** Additional target.

Same type as transmitted light target set above, except this has been manufactured for reflected light readings.

DELETED**C.4.7 TIFF Header Requirements**

TIFF version 5.0 shall be satisfactory; version 6.0 may be substituted as samples during project startup and is subject to acceptance by the Library. The Library uses the TIFF tags listed below. "Typical" or "expected" data are provided for most tags. Exceptions to the norm are noted in the comments column.

<u>Description</u>	<u>Tag</u>	<u>Comments</u>
NewSubfileType	254	
ImageWidth	256	actual pixel count
ImageLength	257	actual pixel count
BitsPerSample	258	
Compression	259	
PhotometricInterpretation	262	
DocumentName	269	collection identifier and filename* (Ex. bbc/0421ft.tif)
StripOffsets	273	
SamplesPerPixel	277	
RowsPerStrip	278	
StripByteCounts	279	
XResolution	282	**
YResolution	283	**
ResolutionUnit	296	**
DateTime	306	date and time scanned
Artist	315	Library of Congress

* Each collection identifier is a designation which shall also be used as part of the CD-ROM volume names (see C.9.2).

** At least two options exist for tags 282, 283, and 296, either one of which is acceptable:

Option 1 (often used for full-size uncompressed images)

Xresolution	282	actual pixel count
YResolution	283	actual pixel count
ResolutionUnit	296	1 (no unit specified)

Option 2 (often used for thumbnail images)

Xresolution	282	dots per inch
YResolution	283	dots per inch
ResolutionUnit	296	2 (inch)

In order for the digital images to open in all software packages, the TIFF header tags shall be sorted into ascending numerical order.

C.4.8 Cropping

The Library wishes to provide researchers with a reproduction of the entire original item. Thus, images shall be framed and cropped to show the entire original item and beyond the item's edges. For negatives or other transmitted light items, each digital image shall reproduce that item's actual-image area, the border on the film that surrounds the image area, and a portion of the background (light box or scanner top) beyond the edge of the film. A similar approach shall be followed for reflected-light items; the whole print, whole mount, and a portion of the background (beyond the mount) shall be reproduced.

In the delivered images, the amount shown beyond the edge of the item shall be no less than 1.5 percent of the dimension of the long side image. Thus, for a 3,000 x 2,000-pixel image, the border beyond the reproduction of the original item shall consist of approximately 35 pixels on all four sides; for a 640 x 480-pixel image, the border shall consist of approximately 10 pixels on all four sides.

Exceptions to these requirements may be required for some collections as indicated in C.4.8.1 below and in Section J, Attachments 5 and 6 for LOT 2 collections.

C.4.8.1 Cropping - Multiple Items on a Single Mount

When multiple prints are mounted on a single board, e.g., eight Civil War portraits on one cardboard mount or three small prints mounted on a single scrapbook page, each image on a multiple-print mount shall be captured separately. Framing for each print shall extend beyond the image proper in a manner consistent with the cropping instructions in Section C.4.10. Specific task orders may additionally require the production of an image that captures the full physical item, i.e., a Civil War mount with eight portraits or a full scrapbook page with three prints.

C.4.9 Concatenation in Civil War Maps (LOT 2 - Optional Requirement)

In order to achieve the required spatial resolution of the Civil War maps (or other historical maps) to be scanned from microfiche in LOT 2, the contractor may have to capture tiles or segments of the map images on the fiche and concatenate (stitch or join) these segments when producing the digital images to be delivered to the Library. See Section J, Attachment 6 (6.4.2) for specific requirements regarding concatenated images

of the Civil War maps.

C.5 GENERAL NAMING REQUIREMENTS FOR FILENAMES, DIRECTORIES, AND ASSOCIATED DATABASES

In the Library's retrieval system, each catalog record includes a collection identifier (also called an "aggregate name") and a digital item identifier for the picture therein described. Together, the two identifiers are used by the retrieval system to fetch the image from the server in which the image is stored. The identifiers are considered the beginning and ending levels in a UNIX pathname, and the Library has established a set of "naming rules" to identify one or more directories that form the intervening (middle) levels of the pathname.

The delivered images will be loaded into the server by copying them en masse from the contractor's delivery disks. The contractor shall assign the correct name to each image and shall place sets of images into correctly named and organized directory structures in accordance with general specifications for determining the sets of identifiers and names outlined below and in accordance with detailed naming instructions to be provided for each collection.

C.5.1 Image Filenames

Excluding the images of the Civil War maps for which specific naming requirements are specified in Section J, Attachment 6, the filename assigned to each image, the first four to seven characters, shall consist of the *digital item identifier*. The final character before the "." shall indicate the image category (e.g., uncompressed archival version) and the filename extension shall indicate the image file format.

For each set of images (uncompressed archival image, compressed reference image, and thumbnail image) that reproduces the same source item, the filenames shall end as follows:

u.tif - for uncompressed archival files (types 5UA, 4UA, and 3UA; see C.4.3.1)

r.jpg - for JPEG compressed reference image files (type CRI; see C.4.3.2)

t.tif - for thumbnail image files (type THM; see C.4.3.3)

For the desirable images, the eighth character and extension shall be:

v.jpg = Very high resolution compressed display image (types 5DI, 4DI, and 3DI; see C.4.3.4)

The filenames for each image in a set shall begin with the same *digital item identifier*. For example, the digital item identifier for one of the negatives from the state of Alabama in the HABS/HAER collection is 414634p. The image files that reproduce this item shall be named 414634pu.tif (uncompressed archival image), 414634pv.jpg (desireable compressed display image, if offered), 414634pr.jpg (compressed reference image), and 414634pt.tif (thumbnail image).

C.5.2 Image Directory Structures

The *directory structure* which shall be created for the storage of the image files shall be as specified for each collection. For example, for the HABS/HAER collection, the directory path, **al/al0800/al0897/photos**, shall contain the image files associated with the *digital item identifiers* 414631p through 414640p. An explanation of the elements in the pathname follows:

<i>al</i>	state of Alabama
<i>al0800</i>	range of lower-level directories (0800 through 0899)
<i>al0897</i>	HABS/HAER control number
<i>photos</i>	photo directory for Alabama 0897

C.5.3 Databases or Computerized Inventories

Naming instructions will specify whether a Library existing database shall be ungraded or a new database or computerized inventory is required. When naming instructions are provided for an existing database, new content shall be entered into the database. Section C.5.3.1 provides an illustrative example of such a database. Specific instructions will be provided for each collection.

When naming instructions require the contractor to examine marked items, the contractor shall create a new database enumerating the items and numbers assigned. In this database, the contractor shall enter the number or other mark on the original item in one field of a given data record and enter the file identifier used to name the set of image files in another field. For some collections it may be required that these two data elements be linked to the identifier for the directory in which the images are stored.

For either an existing or newly created database, the contractor shall record notes that pertain to the production work at hand, e.g., a note about the condition or characteristics of the items being captured, or any other type of record keeping that may be useful in the production process. All information recorded in the database shall be included in the version delivered to the Library with the images.

Delivered databases shall be in a format capable of being loaded into common software, e.g., a comma-delimited ASCII file that can be loaded into Paradox or dBASE.

C.5.3.1 LOT 1- Collections With Pre-existing Databases

When the Library has a pre-existing database for the collection, it will be provided to the contractor in a format capable of being loaded into common software, e.g., a comma-delimited ASCII file that can be loaded into Paradox or dBase. Typically, the database will contain core information about the items or groups of items. The contractor shall add information to the database as images are captured, e.g., the names actually assigned to the files. As in the illustrative example below, some databases may contain single records that represent a group of item. In these cases, the contractor shall “clone” the record for each

item actually captured before entering the identifier for that item (see notes for data elements 2, 3, and 7 in the example below).

For illustration, the following outline lists the fields in the HABS/HAER database and indicates how data shall be entered.

HABS/HAER Photograph Database

<u>Field</u>	<u>Field Content</u>
1.	Control number (directory identifier), e.g., AL0897 <i>In the database to be provided to the contractor. To be used by the contractor to name the directory for the images. The control number is unique in the database.</i>
2.	HABS survey number, e.g., AL-889 <i>In the database to be provided to the contractor. Items to be scanned shall be marked with this number. See also number data element 7 below. The survey number is unique within this field of the database, but a survey number with the same value may appear as a HAER survey number also.</i> <i>In this collection, there are about 25,000 HABS surveys; the database as delivered to the contractor will contain 25,000 HABS-related data records.</i>
3.	HAER survey number, e.g., MD-24 <i>In the database to be provided to the contractor. Items to be scanned shall be marked with this number. The survey number is unique within this field of the database, but a survey number with the same value may appear as a HABS survey number also.</i> <i>In this collection, there are about 10,000 HAER surveys; the database as delivered to the contractor will contain 10,000 HAER-related data records.</i>

4. Number of negatives
In the database to be provided to the contractor. This is a net quantity for all sizes; no comparison of this number against the number of images actually captured can occur until all negative sizes have been scanned. This information may not be reliable and is being provided to the contractor for general guidance only.
5. Number of 4x5-inch color transparencies
In the database to be provided to the contractor. This information may not be reliable and is being provided to the contractor for general guidance only.
6. Library of Congress shelflist number.
All negatives and transparencies are sorted in shelflist order. The shelflist code will also appear on all negative sleeves and provides further item identification confirmation. The data will be sorted on this field to match the order of capture.
7. Digital item identifier for link to the digital image filenames, e.g., 414634p. This identifier shall be used to assign the names to the files 414634pu.tif, 414634pr.jpg, and 414634pt.tif.
Serial numbers shall assigned to each item by the contractor and added to the database. The identifier shall be established by and entered into the database by the contractor.

The contractor shall clone a new data record for each new item. The database will contain about 35,000 records (25,000 HABS and 10,000 HAER) when delivered to the contractor. The collection contains nearly 200,000 items and the final database returned to the Library shall contain nearly 200,000 individual data records, each with a unique number entered as the item-level identifier.
8. Item or photo number as written on negative or transparency storage sleeve, e.g., "2" from the full written entry "AL-889-2"
Shall be added to the database by the contractor at time of image capture. These numbers may repeat; the data shall be entered as written.
9. Note
Field for contractor to note line negatives or other anomalies as well as to copy any written information on negative sleeves that pertains to rights or restrictions.
10. Restrictions indicator field
To be checked when restriction information is encountered.
11. Color indicator field

To be checked when color originals are scanned.

C.5.3.2 LOT 1- No Existing Database

The contractor shall refer to the *physical identification number* on each original item in order to determine the *digital item identifier*. The original items will be marked in some way with a unique number, e.g., files of negatives have numbers written on the envelopes or Civil War prints have numbers pencilled on the backs of the mounts. Instructions will be provided for the translation of the *physical identification number* into the *digital item identifier* which shall be completed at scan time. For example, for a copy negative in an envelope marked LC-USZ62-134356, the identifier will be 3c34356 and the three files to be created shall be named 3c34356u.tif, 3c34356r.jpg, and 3c34356t.tif. The *rule* for this example is that the last five digits of the physical identification number shall become the basis for the identifier, with a designated prefix to be added. Instructions will also be provided for naming directories to contain the files. For the above example, the contractor shall create the directory structure, 3c30000/3c34000/3c34300.

C.6 **GENERAL HANDLING AND SCANNING REQUIREMENTS**

C.6.1 **LOT 1 - Photographic Negatives and Transparencies (transmitted-light items)**

For LOT 1, the format for the bulk of the black-and-white photographic negatives to be scanned is medium-format (4x5 and 5x7 inches) safety film. The scan groups to be provided for the HABS/HAER collection will not be completely sorted by size, see Section J, Attachment 1.2.1. Other negatives range in size from 35mm to 8 x 10 inches. A portion of the HABS/HAER collection negatives have nitrate and/or diacetate film bases. Work with nitrate based film shall be completed in accordance with the special handling rules and requirements in Section D.3, page D-1.

Some of the 35mm strips of film are stored in PrintFile storage pages; and, in some cases, the entire PrintFile enclosure shall be scanned (plastic and negatives) to create a digital image that “looks like a contact sheet.” Individual frames shall also be imaged, and these images shall be made through the plastic PrintFile material.

Color transparencies and color negatives range in size from mounted 2 x 2-inch slides to 8 x 10-inch sheet films. Color film materials are typically housed in mylar jackets or sleeves within an additional paper sleeve. Color slides are often housed in 20-slide translucent plastic racks. In the racks, the slides are held in place along their edges; and the image is fully exposed to view from the top. In some cases, it may be required that the entire plastic slide rack be imaged “like a contact sheet.” To accomplish this,

some ambient lighting shall be applied as a supplement to the lighting from below, in order to make the identification numbers written on the slide mounts legible.

All film-based materials, such as black-and-white photonegatives and color transparencies not in mylar sleeves shall be handled with cotton gloves and resleeved into their original housings. When rehousing, the emulsion side of film items shall face the non-sealed side (the side without an adhesive seam) of the sleeve or jacket.

C.6.2 LOT 1 - Photographic Prints and Other Graphic Print Materials (Reflected-light Items)

The established workflow shall be capable of accommodating item-to-item size variation. Collections of prints and other printed graphic materials include items with great variation in size. For LOT 1, the smallest items to be captured include baseball cards approximately

1 x 2 inches and a pictorial button approximately 1-inch in diameter. No items larger than

11 x 17 inches shall be scanned.

Items in reflected-light collections are rarely grouped by size, i.e., there will often be considerable item-to-item size variation in a given collection. For example, in the Civil War prints, a 6 x 9-inch print on an 11 x 14-inch mount may be followed by eight 2.5 x 3.5-inch prints on a single 11 x 14-inch mount, followed by an unmounted 8 x 10-inch print in a mylar housing.

C.6.2.1 Condition of Reflected-light Items

Items identified as either fragile or having non-planar surface shall not (1) be flattened against or under glass or (2) turned face down for capture. The mounts are sometimes fragile and often non-planar, i.e., curved, cupped, or warped. The latter terms refer to deviations from a flat plane: Curved means that the mount is curved on one axis (the mount presents the appearance of a rocker in cross-section); cupped means the mount is curved on two axes; and warped means that the mount bears multiple or irregular distortions. Mounted stereographs, for example, are typically curved. The mounts may also be torn, broken, or brittle.

C.6.3 LOT 1 - Handling and Scanning

The capture device(s) to be utilized shall not cause harm to the materials being scanned. Harm may be caused by such factors as excessive handling, inversion of fragile items, flattening, surface abrasion, excessive illumination, and excessive heat.

The prohibitions on flattening and inverting non-planar reflected-light original items eliminate the universal use of flatbed scanners and glass plates to flatten items. Although flatbed scanners may be acceptable for the capture of transmitted-light items

(and some reflected-light items), alternatives such as digital cameras that offer sufficient depth of field to keep non-planar items in focus shall be utilized for significant portions of this project. In addition, many items will be housed in mylar sleeves and, in some case, shall not be removed for capture. Therefore, the scanning device shall be capable of capturing images through mylar.

C.6.4 LOT 2 - Original Materials

C.6.4.1 Mead/Bateson Negatives

The Mead/Bateson materials consist of 3-foot strips of 35mm film, each containing from 30-40 individual negatives. A custom setup will be required to capture the individual frames on these strips. The requirements for handling are similar to those outlined for LOT 1.

The capture device(s) shall not cause harm to the materials being scanned. Harm may be caused by such factors as excessive handling, inversion of fragile items, flattening, surface abrasion, excessive illumination, and excessive heat.

C.6.4.2 Civil War Map Fiche (Option)

The Civil War map fiche consists of 105mm color Cibachrome microfiche. The capture device(s) shall not cause harm to the materials being scanned. Harm may be caused by such factors as excessive handling, surface abrasion, excessive illumination and excessive heat.

C.6.5 LOT 2 - Handling and Scanning

C.6.5.1 Mead/Bateson Negatives

The Mead/Bateson negatives require extreme care in shipping and handling (See D.3). Shipments to and from the Library shall be made via an accepted overnight carrier, or in a vehicle with an ambient temperature of between 65 and 70 degrees F if within a reasonable distance from the Library. If the latter conveyance is used, during transportation the materials shall be under the personal surveillance and in the custody of either 1) a representative of the contractor, or 2) under the custody and personal surveillance of a courier/delivery service which has been approved by the Library. The contractor shall be responsible for all shipping costs of pickup and return of Library materials and deliverables. Original negatives and their corresponding deliverables shall be transported in separate shipment for return to the Library. The replacement cost for each negative has been determined to be \$150.00 per frame.

C.6.5.2 Civil War Maps on Fiche (Optional Requirement)

The Civil War map fiche require care in shipping and handling. Shipment to and from

the Library shall be made via an accepted overnight or next-day carrier that has been approved by the Library. The contractor shall be responsible for all shipping costs of pickup and return of Library materials and deliverables. The replacement cost for each fiche has been determined to be \$100.00.

C.6.5.3 Contractor Facilities

While on site at the contractor's facilities, the contractor shall store all Library property in a locked vault (except during periods of actual contractual work) and secure it from theft or damage.

C.6.5.3.1 Special requirements for Mead/Bateson negatives

The Mead/Bateson negatives shall be stored in vaults that are temperature and humidity controlled; the temperature shall be 55 to 70 degrees, +/- 5 degrees within a 24-hour period and the relative humidity between 30 and 50 percent, +/- 5 percent within 24 hours. Verification that these conditions exist must be certified and submitted in writing prior to startup of production. Thereafter, on a weekly basis and within 24 hours of obtaining this reading, the contractor shall provide to the COTR a written record of the daily high and low temperature and humidity reading in the storage area(s) for that period. Should any deviation from the required conditions arise, the contractor shall immediately initiate corrective measures to ensure the safety of the negatives, and notify the COTR and/or the Contracting Officer of the situation. Scheduled deliveries of original film negatives shall be delayed until environmental conditions have been restored to the stated temperature and humidity ranges discussed in this section.

C.7 WORKFLOW AND PROJECT MANAGEMENT

C.7.1 Contract Startup and Testing

Because of the complexity of the requirements and the variation in the Library's original materials, a startup and testing phase shall be the first task to be performed under contracts for both LOT 1 and LOT 2. The startup and testing phase shall provide a time during which the contractor and NDLP staff shall work together to address and finalize a mutually agreed upon definition of particular matters related to technical requirements and to confirm this understanding through sample work. Technical elements include but are not limited to:

- tonal resolution and color rendition
- cropping and orientation
- objective measurement of target images

- accuracy of filenaming and directory structure
- safety of the contractor's scanning system
- image sharpness from edge-to-edge for curved or warped materials

C.7.2 LOT 1 - Startup and Testing Phase

The HABS/HAER collection and the baseball cards will be used as representative examples of the types of materials from which digital images shall be produced. The following materials accompanied by instructions regarding the filenaming and directory structure to be employed will be provided to the contractor:

1. 50 4x5-inch negatives from the HABS/HAER collection.
2. 20 8x10-inch negatives from the HABS/HAER collection.
3. 20 cards from the baseball cards collection.

C.7.2.1 Actions

The LOT 1 startup and testing phase shall include the following actions:

Initial Meeting The COTR and other NDLP and Library staff members will meet with the contractor to discuss startup and testing activities and to present the 90 sample items.

System setup The contractor shall set up and test the system(s) to be used for Lot 1. The time allotted for this setup shall be as proposed and agreed to prior to contract award.

Weeks after completion of system setup and testing:

Week 1 The contractor shall scan the 90 items, assigning names to files and placing them in directories as specified. The images shall be placed on a CD-ROM marked in accordance with delivery specifications. For the selections from the HABS/HAER, data shall be input into an existing database furnished by the Library.

Week 2 The images and associated database shall be delivered to the Library.

Week 3 The Library will complete quality review of the image samples and database and provide a brief preliminary written response concerning acceptability to the contractor.

Week 4 The contractor project manager and other contractor designated staff shall

meet with the Library COTR and other NDLP staff to discuss the samples provided and to resolve any questions that may remain.

C.7.3 LOT 2 - Startup and Testing Phase

Two (2) rolls of original Mead/Bateson negatives and one (1) roll of original Mead/Bateson interpositives (also called diapositives) will be provided to the contractor.

C.7.3.1 Actions

The LOT 2 startup and testing phase shall include the following actions:

Activity start	The Library will ship three (3) rolls of original materials and a copy of the database to the contractor.
Week 1 after receipt	The contractor shall examine the three rolls and meet with the COTR and other NDLP and Library staff members to discuss the various issues to be addressed during the startup and testing activities.
System setup	The contractor shall set up and test the system(s) to be used for LOT 2 in the time proposed and agreed upon prior to award.

Weeks after completion of contractor system setup and testing

Week 1	The contractor shall scan the 3 rolls, assigning names to files and placing them in directories in accordance with the specifications. The items shall be placed on a CD-ROM disk that is marked in accordance with the delivery specifications. The contractor shall input digital item identifiers into the supplied database.
Week 2	The contractor shall ship the images and the database to the Library.
Week 3	The Library will complete a review of the image samples and database and provide a brief preliminary written response concerning acceptability to the contractor.
Week 4	The contractor's project manager and other contractor staff meet with COTR and NDLP and other Library staff members to discuss the samples provided and to resolve any questions that may remain.

C.7.4 Task Orders

The production of digital images shall be performed under task orders issued under this

contract. Task orders may include one or more jobs, i.e., separate and distinct digitization activities. For example, a single task order may include two jobs: (1) the digitization of a set of negatives from one part of the Library and (2) the digitization of a set of magazine covers from another part. Each job will be all or part of a specific *NDLP collection project* and may consist of multiple batches (see C.3).

C.7.4.1 Technical Preparation for Individual Task Order Jobs

Each job shall treat a coherent body of material and may require a technical setup phase prior to the issuance of a task order. During this phase, the COTR and the contractor's project manager shall resolve any outstanding issues or technical matters pertaining to the effort and shall establish other requirements, including but not limited to, the period of performance, delivery dates, batch sizes for deliverables, and the details of the database for the project. In addition, the contractor may be required to prepare a database format and provide 10-20 sample digital images that display technical solutions and levels of quality for the Library's inspection. Reimbursement for the sample images and technical labor for database preparation shall be in accordance with the contract, Section B, Schedule of Pricing.

C.7.5 **Contractor Quality Control Program**

A quality control program in accordance with the requirements for accuracy and delivery shall be initiated, documented, and maintained throughout the life of this contract. The Library expects that the contractor shall perform quality control for 100 percent of deliverables. A specific quality control plan shall be implemented for each phase of contract performance beginning with capture of images and ultimate acceptance by the Library of all deliverables. In addition, the contractor shall be responsible for inspecting the accuracy of filenames and directories for all digital images produced under this contract. Inspection hardware and software shall be of appropriate quality, accuracy, and quantity to ensure that all requirements of this contract are met.

The contractor shall document all quality control procedures, including actions taken to correct any problems, and submit a quality control report with or as a part of the database with each delivery to the Library. This quality control report must enumerate and describe actions taken.

C.7.5.1 **Contractor Quality Review: Imaging - LOT 1 and LOT 2**

Contractor quality review shall include, but is not limited to, the following types of activities:

C.7.5.1.1 Image Quality

Acceptance criteria shall include but not be limited to a review of the following:

- complete item has been captured and proper cropping has been applied
- images are not skewed, blurred, indistinct, or flawed by dust or electronic artifacts or noise
- derivative images open and display properly
- images meet specifications for resolution, bit depth, level of compression, image orientation
- images of targets meet requirements for spatial and tonal resolution and do not show increase in noise

C.7.5.1.2 Other factors

Other factors related to the performance of the contract specifications shall include:

- capture and delivery of all items presented to contractor for scanning
- accuracy of filenames, directory structure, CD-ROM volume naming
- completeness and accuracy of documentation in the form of tracking databases, file identification databases, and quality review reports

C.7.5.2 **Objective Measurement - Test Targets**

The Image Permanence Institute of Rochester, NY, has created test target sets for the Library of Congress; these are described in Section C.4.6.4. In order to permit the objective evaluation of the capture system as a part of the contractor's quality control program and by the Library's quality review, the contractor shall provide a scanned image of the target set appropriate to the job at hand with each delivered batch of materials.

C.7.5.3 **Rework**

Rework means the scanning of replacements for unacceptable digital images. For rework, the contractor shall follow all contract specifications and specific task specifications as agreed to for the original scanning and for the filename/directory structure, unless otherwise directed by the Library's COTR. (See Section C.9.6)

C.8 **RELATED SERVICES**

C.8.1 **Programming and Processing Activities**

The capability to provide different levels of technical expertise is required. It is anticipated that additional programming or processing steps associated with scanning or database requirements may be necessary. These tasks may require different levels of technical expertise which will be specified for task orders as applicable.

In addition to the preproduction analysis, these activities will fall into two general categories:

- Preparation of the *confirming samples* and other matters pertaining to the setup for each job listed in a task order.
- Actions that must be taken to manipulate images or other data because of exceptional factors or circumstances encountered as the work proceeds.

The contractor shall provide needed labor to carry out these related services by supplying a technician, computer programmer, or project leader as applicable.

C.9 DELIVERABLES AND DELIVERY

C.9.1 Types of Deliverables

The work to be performed shall yield deliverables of the types listed below. These will vary slightly from collection to collection.

The general types of deliverables shall include:

- Digital image sets delivered on suitable media. Each original item shall be reproduced by a set of three or four digital images (of varying specifications) and delivered on write-once CD-ROM disks. Each batch of images shall be accompanied by an image of the appropriate test target for the batch.
- Newly created or updated databases.
- Written documentation pertaining to the shipment to include a list of the delivered CD-ROMs with a printout of the directories and files.

C.9.2 Delivery Identification

A *disk name* shall be assigned to each CD-ROM used to deliver images. The disk name shall be composed of the *collection identifier* (to be provided by the Library) and a three-digit serial number starting with 001. This disk name shall be assigned as the computer-

encoded *volume name* for the disk (when the disk is formatted) and also written on the disk and its container with indelible ink. For example, disk/volume names for images in the Baseball Card Collection may be **bbc001**, **bbc002**, etc. and **habshaer001**, **habshaer002**, etc. for images in the HABS/HAER Collection

C.9.3 Delivery Media

Digital images shall be delivered on write-once CD-ROM disks compatible with all ISO 9660 specifications **except that the Library requires the use of lower-case letters in directory and file names**, in contravention of ISO 9660. Each CD-ROM and accompanying jewel case shall be labeled with the collection name, disk (volume) name, date completed, and the indicator *Library of Congress*.

C.9.4 Delivery Filenames and Directories

Each CD-ROM shall contain DOS files organized in DOS directories as indicated in the general guidelines in C.4 and the collection specific guidelines as provided.

C.9.5 Main Delivery/Alpha Disks

Delivery batches of one or more write-once CD-ROMs as the digital images are completed and written to CD-ROM, shall be shipped to the Library as *alpha* disks, defined as the first delivery of the image sets. The alpha disks will be retained by the Library.

C.9.6 Delivery of Rework

Unacceptable (rework) images shall be delivered on *rework disks*. If a rework batch consists of a small number of images, delivery may be on floppy disks or a new write-once CD-ROM. Separate floppy rework disks or rework CD-ROMS shall be produced for each collection (to facilitate archiving of the disks by the Library of Congress). Each rework disk shall be named and marked in a manner similar to that used for the main delivery disks, with the letter *r* added as the last character in the name and the word *rework* written on the disk label. Rework disks shall not contain any previously accepted image files.

C.9.7 Shipment Documentation

Each shipment of digital files on CD-ROMs shall be accompanied by directory and filename lists of the contents of each CD-ROM. The filename list shall contain file sizes and the date and time of creation information for each file.

C.9.8 Return of Government Furnished Materials

All products developed under this contract shall belong to the U.S. Government, including the proprietary rights therein. (See H.1, Release, Publication, and Use of Government Furnished Materials, page H-1) The contractor shall return to the Library all original materials in good condition.

C.9.9 Replacement of Items

For some collections, the Library will be furnishing the contractor the only or the best existing copy of a unique item. If the version furnished to the contractor is lost or destroyed, and if materials exist that can be used to prepare a replacement, the contractor shall pay the cost of having the Library's Photoduplication Service (or an equivalent provider) create a new copy of the best type possible, working from the best source version available to the Library, and also the cost of making an additional duplicate that will be provided to the contractor to complete the task of producing digital images.

In other cases, the Library may already hold a copy color transparency or black-and-white negative. If so, and if the contractor loses or destroys the material originally furnished, the contractor shall pay the cost of having the Library's Photoduplication Service produce a suitable duplicate transparency or print from the copy on hand. This duplicate or print will then be furnished to the contractor for use in producing the digital image.

C.9.10 Intermediate Production Formats and Duplicate Digital Files

The contractor shall deliver to the Library any intermediate materials produced in the course of preparing the required images. This may include intermediate film copies, check prints, or other output. These intermediate materials shall be labeled in a systematic way. Documentation in the form of logs or inventory sheets shall be supplied.

Although the contractor may retain copies of the digital scanned files created as working backups, at the end of the contract period, the contractor shall erase or destroy all backup or duplicate files and materials.

SECTION D PACKAGING AND MARKING

D.1 PACKING AND MARKING

D.1.1 Delivery CD-ROM Disks

Requirements for marking CD-ROM disks and for the inclusion of accompanying documentation are provided in section C.9. When shipping CD-ROMs, the contractor shall adhere to the best commercial practices to resist breakage or other damage.

D.2 LOT 2 - RETURN OF LIBRARY ORIGINAL MATERIALS

Each shipping batch of LOT 2 materials shall be packed by the contractor for return to the Library to replicate the shipping batch sent to the contractor by the Library (see section C.3.3). The contractor shall pack shipping batches in separate labelled cartons that are sealed to provide protection against dirt, water, exposure to light, and physical damage in accordance with the best commercial practices which meets the packing requirements of the carrier and ensures safe delivery at the destination. Note that many of the Lot 2 materials are nitrate film; see section D.3 below.

If applicable, the cartons of deteriorated (delaminated) negatives shall be clearly labelled to distinguish them from the cartons of undeteriorated negatives or diapositives. See Section F.6 for the shipping address and proper procedures for delivery of materials.

The contractor shall provide the Library with an itemized packing list of negative numbers and a total for each carton of original negatives and corresponding cartons of black-and-white negatives, interpositives, duplicate negatives, and deteriorated negatives.

D.3 LOT 2 - SPECIAL HANDLING PROCEDURES - NITRATE FILM

The original film to be duplicated under the terms of this contract is cellulose nitrate, which is defined as a Class 4.1 Flammable Solid, a hazardous material. Specific Department of Transportation (DOT) and International Air Transport Association (IATA) laws and procedures include, but are not limited to, strict gross weight limits of film in cargo shipments; use of specific shipping containers for the film, notification of contents for carrier; and specific labelling requirements for shipments containing nitrate film. The procedures and regulations governing the shipment of cellulose nitrate film are subject to change without notice.

The contractor shall contact intended carriers to be used for shipments of the original film negatives, and shall provide to the Library a written procedure demonstrating both a willingness to comply and general understanding of applicable regulations as they

pertain to the conveyance of nitrate flat film. The contractor must procure the proper shipping containers, labels, and shipping forms for purposes of returning original nitrate negatives to the Library.

SECTION E INSPECTION AND ACCEPTANCE

E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following solicitation provisions and/or contract clauses pertinent to this Section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

52.246-02	INSPECTION OF SUPPLIES - FIXED PRICE	AUG 1996
52.246-04	INSPECTION OF SERVICES - FIXED PRICE	AUG 1996

E.2 INSPECTION AND ACCEPTANCE

The Library of Congress reserves the right to have the Contracting Officer and/or designated COTR inspect the contractor's facilities during the actual production of digital files, including work and storage areas, whether these areas be located at the contractor site or on Library premises.

The contractor is responsible for performing all inspections or evaluations of the quality of all digital files and the correctness of digital file and directory names during production and prior to delivery to the Library.

All unacceptable individual images shall be corrected at no additional cost to the Library. Unacceptable individual images may be identified at the time of delivery and initial inspection or at any time during the period of performance. All unacceptable batches shall be corrected at no additional cost to the Library. Unacceptable batches will be identified at the time of delivery and initial inspection, following the procedure outlined below.

The Library of Congress will require two (2) weeks to perform inspections and to conduct tests to determine acceptance for each delivered batch. In addition, the Library will require eight weeks at the end of each completed task order to carry out a final wrap-up review of the final collection and the overall project.

E.2.1 Acceptance Procedures

E.2.1.1 Image Acceptance Criteria

The images shall meet the general requirements outlined in Section C and the specific requirements outlined in the attachments to Section J and in separate task orders. Acceptance criteria for images shall include but not be limited to the following:

- complete item has been captured and proper cropping has been applied
- images meet specifications for tonal range
- images open and display properly
- images meet specifications for format, resolution, bit depth, level of compression, image orientation, and header content
- images are not skewed, blurred, indistinct, or flawed by dust or electronic artifacts or noise

E.2.1.1.1 Inspection of Mandatory Images (8-bit and 24-bit)

When evaluating the mandatory images (8 bits-per-pixel for grayscale, 24-bits for color), the Library will view them on a display monitor that has been calibrated using the National Archives and Records Administration monitor calibration target. (Copies of this target will be provided to offerors upon receipt of written requests submitted to the Contracting Officer.) The Library will view the images and inspect the histograms to ensure that the requirements regarding tonal values (C.4.4.1) have been met.

E.2.1.1.2 Inspection of Desirable Images (minimum 12-bit and 36-bit)

When evaluating the desirable images (minimum 12 bits-per-pixel for grayscale, 36-bits for color), the Library will examine histograms for the images to ensure that the requirements regarding tonal values (C.4.4.2) have been met. The Library will also view the display images (5DI, 4DI, and 3DI) that were derived from the archival image on a display monitor that has been calibrated using the National Archives and Records Administration monitor calibration target. (Copies of this target will be provided to offerors upon receipt of written requests submitted to the Contracting Officer.) The Library will examine the desirable display images and their histograms to ensure that the requirements regarding tonal values (C.4.4.1) have been met.

E.2.1.2 Batch Acceptance Criteria

Delivery batches shall meet the general requirements outlined in Section C and the specific requirements outlined in the attachments to Section J and in separate task orders. Acceptance criteria for batches shall include but not be limited to the following:

- all items presented to contractor for scanning have been captured and delivered
- no more than the permitted number of images in the sample set (see E.2.2 below) fail to meet the image acceptance criteria
- target image supplied with batch indicates capture system meets requirements
- directory names and filenames assigned correctly
- database created or enhanced correctly
- delivery media has correct volume names and properly marked packaging

E.2.2 Sampling and Acceptable Quality Level for Batches

The Library will select sample images from each batch in accordance with the procedures outlined in the American National Standard system (ANSI/ASQC Z1.4-1993 and ANSI/ASQC S2-1995). The Library will use General Inspection Level II and Acceptable

Quality Level (AQL .65), i.e., the size of the sample will be determined by the size of the batch and calculated according to the sampling plan for Level II, AQL .65.

As quality review proceeds during the life of this contract, the Library will use the switching rules as stated in the standard. For example, normal inspection will be followed for the first ten (10) inspection batches. If no batches are rejected, reduced inspection rules will then be followed; if a batch is rejected, tightened rules will be followed. The following table illustrates the circumstances under which a hypothetical batch would be rejected:

E.2.2.1 Normal Inspection

Inspection Batch 2,500 images	Selected sample 125 images	Reject Batch 3 failed images
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E.2.2.2 Tightened Inspection

Inspection batch 2,500 images	Selected sample 125 images	Reject batch 2 failed images
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E.2.2.3 Reduced Inspection

Inspection batch 2,500 images	Selected sample 50 images	Reject batch 3 failed images
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SECTION F DELIVERIES OR PERFORMANCE

F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

NOTICE: The following provision and clauses pertinent to this Section are hereby incorporated by reference:

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1)

52.247-34 F.O.B. DESTINATION (NOV 1991)
52.242-15 STOP-WORK ORDER (AUG 1989)

F.2 PERIOD OF PERFORMANCE

The period of performance for both LOT 1 and LOT 2 shall begin upon contract award with the Startup and Testing Activities prior to issuance of task orders for full production.

F.2.1 LOT 1

The period of performance for the LOT 1, Capture Site 1-HABS/HAER effort (36-month production schedule) shall be performed as a base and two option years pending availability of funding. The LOT 1, Capture Site 2 effort, shall extend a minimum of 10 months after issuance of the initial task order. Two additional option years for the Capture Site 2 may also be exercised pending need and the availability of funding.

F.2.2 LOT 2

The period of performance for the LOT 2, Mead/Bateson collection shall extend a maximum of 12 months. The optional requirements for the Civil War Map Fiche is pending availability of funding, and the Library will exercise this option no later than December 31, 1998.

F.3 DELIVERABLES

All deliverables are defined in Section C., Description, Specifications, Statement of Work in accordance with Sections B - J of this document.

F.4 52.211-8 TIME OF DELIVERY (JUL 1995)

The government requires delivery/performance in accordance with the following schedule:

F.4.1 Startup and Testing Activity

The production and delivery schedules for both LOT 1 and LOT 2 shall begin after the startup and testing activities as provided in section C.7.1 through C.7.3.

F.4.1.1 LOT 1 -Capture Site 1 - Madison Building (Prints and Photographs Division)

<u>Collection</u>	<u>Production/Delivery Rate</u>	<u>Months to Complete</u>
HABS/HAER 28.5	1,500 images per week (6,000 per month)	
Other Collections	1,000 images per week (4,000 per month)	5

Capture Site 2 - Adams Building

<u>Collection</u>	<u>Production/Delivery Rate</u>	<u>Months to Complete</u>
Baseball Cards	600 images per week (2,400 per month)	1
Music/Folk	1,500 images per week (6,000 per month)	1
Hi Demand Items	1,500 images per week (6,000 per month)	4
Cattle Ranch 1	1,000 images per week (4,000 per month)	
Civil War	600 images per week (2,400 per month)	3

F.4.1.2 LOT 2Contractor Facility

Each batch will consist of approximately 1,440 negatives (40 rolls) which shall require a production and delivery schedule after receipt of the first batch of negatives as follows:

<u>Work Days</u>	
1	Receive batch 1 negatives and begin scanning
10	Delivery of batch 1 images Pickup batch 2 negatives
11	Scan batch 2 negatives
20	Delivery of batch 2 images Pickup batch 3 negatives Receive results of LC quality review of batch 1 images
21	Scan batch 3 negatives

- Rework batch 1 images (if applicable)
- 25 Delivery of rework 1 images (if applicable)
- 30 Deliver of batch 3 images
 Return of batch 1 negatives if reworks acceptable and pickup batch
 4 negatives or stop work
 Receive results of LC quality review of batch 2 images
- 31 Scan batch 4 negatives
 Rework batch 2 images (If applicable)

Schedule to continue as indicated above until completion of 23 batches.

F.5 SCHEDULING DELIVERIES

It is the responsibility of the contractor to insure that arrival of shipments and pick ups at the Library occur between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday excluding Federal holidays.

F.6 PLACE OF DELIVERY (F.O.B. DESTINATION)

Supplies and/or services shall be delivered F.O.B. destination to:

Library of Congress
 Prints and Photographs Division
 % Freight Services
 Madison Building Loading Dock
 100 C Street SE
 Washington, DC 20540-
 Physical location zip: 20003

Freight Services telephone: 202-707-5558

SECTION G
CONTRACT ADMINISTRATION DATA

G.1 INVOICES

Invoicing for payment shall not be made until notification from the COTR of acceptance of each batch of deliverables (a minimum of two weeks after delivery). Invoices must reference the task order number in block 3 of the Optional Form 347 and shall be submitted in an original and two copies to the:

Library of Congress
FSD/AD/AOS (9112)
101 Independence Avenue, S.E.
Washington, DC 20540-9112

To constitute a proper invoice, the invoice must include the following information and/or attached documentation:

- (1) Name, address, and vendor identification of business concern;
- (2) Invoice data;
- (3) Contract number, or other authorization for delivery of property or services (including order number and contract line item number); if contract modifications are issued, the modification number in block #3 of the purchase order must be included;
- (4) Description, quantity, unit of measure, unit price and extended price of supplies delivered or services performed;
- (5) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading;
- (6) Name and address of contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment);
- (7) Name (where practicable), title, phone number, and mailing address of responsible official to be notified in event of a defective invoice; and
- (8) Any other information or documentation required by other requirements of the contract (such as evidence of shipment).

G.2 PAYMENT DUE DATE

The due date is the date specified in the contract, or if no due date is specified in the contract, the due date shall be considered to be the later of the following two events:

- (1) the 30th day from receipt of a proper invoice, or;

- (2) the 30th day after the acceptance of supplies delivered or services performed by the contractor.

G.3 TECHNICAL DIRECTION

The Contracting Officer's Technical Representative (COTR) will provide technical direction on contract performance. Technical direction includes: (See also H.6)

- (1) Direction to the Contractor to assist in accomplishing the requirements as indicated in the Statement of Work.
- (2) Comments on and approval of reports and/or other deliverables.

G.4. 52.232-33 MANDATORY INFORMATION FOR ELECTRONIC FUNDS TRANSFER PAYMENT. (AUG 1996)

(a) Method of payment. Payments by the Government under this contract, including invoice and contract financing payments, may be made by check or electronic funds transfer (EFT) at the option of the Government. If payment is made by EFT, the Government may, at its option, also forward the associated payment information by electronic transfer. As used in this clause, the term "EFT" refers to the funds transfer and may also include the information transfer.

(b) Mandatory submission of Contractor's EFT information. (1) The Contractor is required, as a condition to any payment under this contract, to provide the Government with the information required to make payment by EFT as described in paragraph (d) of this clause, unless the payment office determines that submission of the information is not required. However, until January 1, 1999, in the event the Contractor certifies in writing to the payment office that the Contractor does not have an account with a financial institution or an authorized payment agent, payment shall be made by other than EFT. For any payments to be made after January 1, 1999, the Contractor shall provide EFT information as described in paragraph (d) of this clause.

(2) If the Contractor provides EFT information applicable to multiple contracts, the Contractor shall specifically state the applicability of this EFT information in terms acceptable to the payment office.

(c) Contractor's EFT information. Prior to submission of the first request for payment (whether for invoice or contract financing payment) under this contract, the Contractor shall provide the information required to make contract payment by EFT, as described in paragraph (d) of this clause, directly to the Government payment office named in this contract. If more than one payment office is named for the contract, the Contractor shall provide a separate notice to each office. In the event that the EFT information changes, the Contractor shall be responsible for providing the changed

information to the designated payment office(s).

(d) Required EFT information. The Government may make payment by EFT through either an Automated Clearing House (ACH) subject to the banking laws of the United States or the Federal Reserve Wire Transfer System at the Government's option. The Contractor shall provide the following information for both methods in a form acceptable to the designated payment office. The Contractor may supply this data for this or multiple contracts (see paragraph (b) of this clause).

(1) The contract number to which this notice applies.

(2) The Contractor's name and remittance address, as stated in the contract, and account number at the Contractor's financial agent.

(3) The signature (manual or electronic, as appropriate), title, and telephone number of the Contractor official authorized to provide this information.

(4) For ACH payments only:

(i) Name, address, and 9-digit Routing Transit Number of the Contractor's financial agent.

(ii) Contractor's account number and the type of account (checking, saving, or lockbox).

(5) For Federal Reserve Wire Transfer System payments only:

(i) Name, address, telegraphic abbreviation, and the 9-digit Routing Transit Number for the Contractor's financial agent.

(ii) If the Contractor's financial agent is not directly on-line to the Federal Reserve Wire Transfer System and, therefore, not the receiver of the wire transfer payment, the Contractor shall also provide the name, address, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment.

(e) Suspension of payment. (1) Notwithstanding the provisions of any other clause of this contract, the Government is not required to make any payment under this contract until after receipt, by the designated payment office, of the correct EFT payment information from the Contractor or a certificate submitted in accordance with paragraph (b) of this clause. Until receipt of the correct EFT information, any invoice or contract financing request shall be deemed not to be a valid invoice or contract financing request as defined in the Prompt Payment clause of this contract.

(2) If the EFT information changes after submission of correct EFT information, the Government shall begin using the changed EFT information no later than the 30th day after its receipt to the extent payment is made by EFT. However, the Contractor may request that no further payments be made until the changed EFT information is

implemented by the payment office. If such suspension would result in a late payment under the Prompt Payment clause of this contract, the Contractor's request for suspension shall extend the due date for payment by the number of days of the suspension.

(f) Contractor EFT arrangements. The Contractor shall designate a single financial agent capable of receiving and processing the electronic funds transfer using the EFT methods described in paragraph (d) of this clause. The Contractor shall pay all fees and charges for receipt and processing of transfers.

(g) Liability for uncompleted or erroneous transfers. (1) If an uncompleted or erroneous transfer occurs because the Government failed to use the Contractor-provided EFT information in the correct manner, the Government remains responsible for (i) making a correct payment, (ii) paying any prompt payment penalty due, and (iii) recovering any erroneously directed funds.

(2) If an uncompleted or erroneous transfer occurs because Contractor-provided EFT information was incorrect at the time of Government release of the EFT payment transaction instruction to the Federal Reserve System, and--

(i) If the funds are no longer under the control of the payment office, the Government is deemed to have made payment and the Contractor is responsible for recovery of any erroneously directed funds; or

(ii) If the funds remain under the control of the payment office, the Government retains the right to either make payment by mail or suspend the payment in accordance with paragraph (e) of this clause.

(h) EFT and prompt payment. (1) A payment shall be deemed to have been made in a timely manner in accordance with the Prompt Payment clause of this contract if, in the EFT payment transaction instruction given to the Federal Reserve System, the date specified for settlement of the payment is on or before the prompt payment due date, provided the specified payment date is a valid date under the rules of the Federal Reserve System.

(2) When payment cannot be made by EFT because of incorrect EFT information provided by the Contractor, no interest penalty is due after the date of the uncompleted or erroneous payment transaction, provided that notice of the defective EFT information is issued to the Contractor within 7 days after the Government is notified of the defective EFT information.

(i) EFT and assignment of claims. If the Contractor assigns the proceeds of this contract as provided for in the Assignment of Claims clause of this contract, the assignee shall provide the assignee EFT information required by paragraph (d) of this clause. In all respects, the requirements of this clause shall apply to the assignee as if it were the Contractor. EFT information which shows the ultimate recipient of the

transfer to be other than the Contractor, in the absence of a proper assignment of claims acceptable to the Government, is incorrect EFT information within the meaning of paragraph (e) of this clause.

(j) Payment office discretion. If the Contractor does not wish to receive payment by EFT methods for one or more payments, the Contractor may submit a request to the designated payment office to refrain from requiring EFT information or using the EFT payment method. The decision to grant the request is solely that of the Government.

(k) Change of EFT information by financial agent. The Contractor agrees that the Contractor's financial agent may notify the Government of a change to the routing transit number, Contractor account number, or account type. The Government shall use the changed data in accordance with paragraph (e)(2) of this clause. The Contractor agrees that the information provided by the agent is deemed to be correct information as if it were provided by the Contractor. The Contractor agrees that the agent's notice of changed EFT data is deemed to be a request by the Contractor in accordance with paragraph (e)(2) that no further payments be made until the changed EFT information is implemented by the payment office.

SECTION H

SPECIAL CONTRACT REQUIREMENTS

H.1 RELEASE, PUBLICATION, AND USE OF GOVERNMENT FURNISHED DATA

No contractor shall have the right to use, release to others, reproduce, distribute, or publish any government furnished materials first produced or specifically used by the contractor in the performance of this contract without prior written permissions from the Library of Congress.

H.2 INTERPRETATION OF CONTRACT REQUIREMENTS

No interpretation of any provisions of this contract, including applicable specifications, shall be binding on the Library of Congress unless furnished or agreed to in writing by the Contracting Officer.

H.3 CONTRACTOR COMMITMENTS, WARRANTIES, REPRESENTATIONS

Any written commitment by the Contractor within the scope of this contract shall be binding upon the Contractor. Failure of the Contractor to fulfill any such commitment shall render the Contractor liable under the default provisions for damages due to the Library of Congress under the terms of this contract. For the purpose of this contract, a written commitment by the Contractor is limited to the proposal submitted by the Contractor, and to specific written amendments to its proposal. Written commitment by the Contractor are further defined as including (1) any warranty or representation made by the Contractor in a proposal as to performance, (2) any warranty or representation made by the Contractor described in (1) above, made in any literature descriptions, drawings, or specifications accompanying or referred to in a proposal, and (3) any modification of or affirmation or representation as to the above which is made by the Contractor in or during the course of negotiations.

H.4 USE OF LIBRARY OF CONGRESS NAME OR CONTRACTUAL RELATIONSHIPS IN ADVERTISING

The Contractor agrees not to refer to awards from or contracts with the Library of Congress in commercial advertising in such a manner as to state or imply that the product or service provided is endorsed or preferred by the Library or is superior to other products or services. The Contractor also agrees not to distribute or release any information which states or implies that the Library of Congress endorses, uses, or distributes the Contractor's product or service.

H.5 NEWS RELEASE

No news release pertaining to this contract will be made without prior agency approval, as appropriate, and then only in coordination with the Contracting Officer.

H.6 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The Contracting Officer will designate, in writing, an authorized representative(s) to discharge such duties and responsibilities as may be delegated to him. The representative (s) will not have authority to change or alter any of the terms and conditions of the contract. The Contracting Officer is the sole authority to make changes in the contract. The contractor will be furnished a copy of the COTR delegation.

H.7 KEY PERSONNEL REQUIREMENTS

(A) Certain skilled experienced professional and/or technical personnel are essential for successful contractor accomplishment of the work to be performed under this contract. These are defined as "Key Personnel" and are those persons whose resumes were submitted for evaluation of the proposal. The contractor agrees that such personnel shall not be removed from the contract work or replaced without compliance with paragraphs (b) and (c) hereof.

(B) If one or more of the key personnel for whatever reason becomes, or is expected to become, unavailable for work under this contract for a continuous period exceeding thirty (30) work days, or is expected to devote substantially less effort to the work than indicated in the proposal or initially anticipated, the contractor shall immediately notify the Contracting Officer and shall, subject to the concurrence of the Contracting Officer or his authorized representative, promptly replace such personnel with personnel of at least substantially equal ability and qualifications.

(C) All requests for approval of substitutions hereunder must be in writing and provide a detailed explanation of the circumstances necessitating the proposed substitutions. They must contain a complete resume for the proposed substitute, and any other information requested by the Contracting Officer or needed by him to approve or disapprove the proposed substitution. The Contracting Officer or his authorized representative will evaluate such requests and promptly notify the contractor of his approval or disapproval thereof in writing.

(D) If the Contracting Officer determines that suitable and timely replacement of key personnel who have been reassigned, terminated or have otherwise become unavailable for the contract work is not reasonably forthcoming or that the resultant reduction of productive effort would be so substantial as to impair the successful completion of the contract or the services ordered, the contract may be terminated by the Contracting Officer for default or for the convenience of the Government, as appropriate, or, at the discretion of the Contracting Officer if he finds the contractor at

fault for the condition, the contract price or fixed fee may be equitably adjusted downward to compensate the Government for any resultant delay, loss, or damage.

H.8 REPRESENTATIONS AND CERTIFICATIONS

In accordance with FAR 15.406-1(b), "Representations, Certifications, and Other Statement of Offerors" (as executed by the Contractor and included in its response to the Library's Request for Proposal), are incorporated and made a part of this contract.

H.9 SECURITY REQUIREMENTS FOR ON-SITE CONTRACTOR PERSONNEL (APR 1997)

Personnel provided under this contract shall not be under pending charges, shall have not been convicted of any felony within the last 10 years, or any misdemeanor within the last 5 years (excepting minor motor vehicle infractions for which the individual paid a fine or posted collateral in the amount of \$300 or less) **which would indicate violent or disruptive conduct, dishonest conduct, untrustworthiness or unreliability which could reasonably affect performance on the contract or pose a security concern with respect to access to Library buildings or grounds, property or collections.** Note that the term "convicted" would include a disposition of "probation" or "probation before judgement." Should any person employed by the contractor to perform work under this contract be convicted of any of the aforesaid offenses, the contractor agrees to remove the individual from the contract performance and return all Library building and stack passes issued to the individual. The contractor also agrees to remove from the contract performance any individual under pending charges for any felony or misdemeanor with the exceptions noted above until such time as the final disposition is known. Upon request of the Library, the contractor will identify personnel to be assigned to work under the contract and submit a FD-258 (contractor fingerprint chart) and any other necessary administrative forms provided by the Library so that a background check may be conducted. The parties agree that the Library has final authority to determine the suitability of contractor personnel who perform work under this contract. Nevertheless, the fact that the Library may conduct background checks on assigned contractor personnel does not relieve the contractor of the responsibility to provide qualified, reliable personnel of sound character and conduct.

SECTION I CONTRACT CLAUSES

I.1 52.252-2 CLAUSES INCORPORATED BY REFERENCE. (JUN 1988)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

52.202-01	DEFINITIONS	OCT 1995
52.203-03	GRATUITIES	APR 1984
52.203-05	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-06	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-07	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JAN 1990
52.209-06	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.215-22	PRICE REDUCTION FOR DEFECTIVE COST OR PRICING DATA	OCT 1995
52.215-24	SUBCONTRACTOR COST AND PRICING DATA	OCT 1995
52.215-26	INTEGRITY OF UNIT PRICES	FEB 1997
52.215-27	TERMINATION OF DEFINED BENEFITS PENSION PLANS	MAR 1996
52.215-30	FACILITIES CAPITAL COST OF MONEY	SEP 1987
52.215-33	ORDER OF PRECEDENCE	JAN 1986
52.215-40	NOTIFICATION OF OWNERSHIP CHANGES	FEB 1995
52.222-20	WALSH-HEALEY PUBLIC CONTRACTS ACT	DEC 1996
52.222-26	EQUAL OPPORTUNITY	APR 1984
52.222-35	AFFIRMATIVE ACTION FOR SPECIAL DISABLED AND VIETNAM ERA VETERANS	APR 1984
52.222-36	AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS	APR 1984
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS AND VETERANS OF THE VIETNAM ERA	JAN 1988
52.223-02	CLEAN AIR AND WATER	APR 1984
52.223-06	DRUG-FREE WORKPLACE	JAN 1997
52.225-03	BUY AMERICAN ACT - SUPPLIES	JAN 1994
52.227-01	AUTHORIZATION AND CONSENT	JUL 1995
52.227-14	RIGHTS IN DATA--GENERAL	JUN 1987
52.229-03	FEDERAL, STATE, AND LOCAL TAXES	JAN 1991
52.230-02	COST ACCOUNTING STANDARDS	APR 1996
52.230-03	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING	

	PRACTICES	APR 1996
52.230-05	ADMINISTRATION OF COST ACCOUNTING STANDARDS	FEB 1995
52.232-01	PAYMENTS	APR 1984
52.232-08	DISCOUNTS FOR PROMPT PAYMENT	APR 1989
52.232-11	EXTRAS	APR 1984
52.232-17	INTEREST	JUN 1996
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.233-03	PROTEST AFTER AWARD	AUG 1996
52.242-13	BANKRUPTCY	JUL 1995
52.243-01	CHANGES - FIXED-PRICE	AUG 1987
52.243-07	NOTIFICATION OF CHANGES	APR 1984
52.244-01	SUBCONTRACTS (FIXED PRICE CONTRACTS)	FEB 1995
52.245-02	GOVERNMENT PROPERTY --FIXED PRICE CONTRACTS	DEC 1989
52.249-02	TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (FIXED-PRICE)	SEP 1996
52.249-08	DEFAULT (FIXED-PRICE SUPPLY AND SERVICE)	APR 1984
52.253-01	COMPUTER GENERATED FORMS	JAN 1991

**I.2 52.215-2 AUDIT AND RECORDS--NEGOTIATION. (AUG 1996)--AS
MODIFIED BY THE LIBRARY OF CONGRESS (SEP 1996)**

(a) As used in this clause, records includes books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.

(b) Examination of costs. If this is a cost-reimbursement, incentive, time-and-materials, labor-hour, or price redeterminable contract, or any combination of these, the Contractor shall maintain and the Contracting Officer, or an authorized representative of the Contracting Officer, shall have the right to examine and audit all records and other evidence sufficient to reflect properly all costs claimed to have been incurred or anticipated to be incurred directly or indirectly in performance of this contract. This right of examination shall include inspection at all reasonable times of the Contractor's plants, or parts of them, engaged in performing the contract.

(c) Cost or pricing data. If the Contractor has been required to submit cost or pricing data in connection with any pricing action relating to this contract, the Contracting Officer, or an authorized representative of the Contracting Officer, in order to evaluate the accuracy, completeness, and currency of the cost or pricing data, shall have the right to examine and audit all of the Contractor's records, including computations and projections, related to--

- (1) The proposal for the contract, subcontract, or modification;
- (2) The discussions conducted on the proposal(s), including those related to negotiating;
- (3) Pricing of the contract, subcontract, or modification; or
- (4) Performance of the contract, subcontract or modification.

(d) The Librarian of Congress, and the Comptroller General.

(1) The Librarian of Congress or a duly authorized representative of the Library and the Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and the right to examine any of the Contractor's directly pertinent records involving transactions related to this contract or a subcontract hereunder.

(2) This paragraph may not be construed to require the Contractor or subcontractor to create or maintain any record that the Contractor or subcontractor does not maintain in the ordinary course of business or pursuant to a provision of law.

(e) Reports. If the Contractor is required to furnish cost, funding, or performance reports, the Contracting Officer or an authorized representative of the Contracting Officer shall have the right to examine and audit the supporting records and materials, for the purpose of evaluating (1) the effectiveness of the Contractor's policies and procedures to produce data compatible with the objectives of these reports and (2) the data reported.

(f) Availability. The Contractor shall make available at its office at all reasonable times the records, materials, and other evidence described in paragraphs (a), (b), (c), (d), and (e) of this clause, for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period specified in Subpart 4.7, Contractor Records Retention, of the Federal Acquisition Regulation (FAR), or for any longer period required by statute or by other clauses of this contract. In addition--

(1) If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement; and

(2) Records relating to appeals under the Disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

(g) The Contractor shall insert a clause containing all the terms of this clause, including this paragraph (a), in all subcontracts under this contract that exceed the simplified acquisition threshold and--

(1) That are cost-reimbursement, incentive, time-and-materials, labor-hour, or price-redeterminable type or any combination of these;

(2) For which cost or pricing data are required; or

(3) That require the subcontractor to furnish reports as discussed in paragraph (e) of this clause.

The clause may be altered only as necessary to identify properly the contracting parties and the Contracting Officer under the Government prime contract.

I.3 52.216-18 ORDERING. (OCT 1995)

(a) Any supplies and services to be furnished under this contract shall be ordered

by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from contract award through completion and acceptance of deliverables for the base and options years, if exercised.

(b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.

(c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

I.4 52.216-19 ORDER LIMITATIONS. (OCT 1995)

(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than 50 percent of the estimated quantities for the base and each option year as exercised, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.

(b) Maximum order. The Contractor is not obligated to honor any order for a combination of items in excess of 50 percent of the estimated quantities for the base and each option year, as exercised.

(c) If this is a requirements contract (i.e., includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.

(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within [] days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

I.5 52.216-22 INDEFINITE QUANTITY. (OCT 1995)

(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.

(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government,

when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum".

(c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.

(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract after the final task order issued in the last option year.

I.6 52.217-6 OPTION FOR INCREASED QUANTITY (MAR 1989)

The Government may increase the quantity of supplies called for in the Schedule at the unit price specified. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days written notification. Delivery of the added items shall continue at the same rate as the like items called for under the contract, unless the parties otherwise agree.

I.7 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 1989)

(a) The Government, may extend the term of this contract by written notice to the Contractor within 30 days before contract expiration or when funds become available, whichever date is the later; provided that the Government shall have given the Contractor a preliminary written notice of its intention to extend at least 30 days before this contract is to expire. The preliminary notice of intent does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option provision.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 36 months beginning with actual production.

I.8 52.233-1 DISPUTES (OCT 1995)--AS MODIFIED BY THE LIBRARY OF CONGRESS (JAN 1996)

(a) This contract is not subject to the Contract Disputes Act of 1978, as amended

(41 U.S.C.601-613).

(b) All disputes arising under or relating to this contract shall be resolved under this clause.

(c) "Claim," as used in this clause, means a written demand or written assertion by one of the contracting parties seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant. However, a written demand or written assertion by the Contractor seeking the payment of money exceeding \$100,000 is not a claim under this clause until certified as required by subparagraph (d)(2) below. A voucher, invoice, or other routine request for payment that is not in dispute when submitted is not a claim under this clause. The submission may be converted to a claim under this clause if it is disputed either as to liability or amount, or is not acted upon in a reasonable time, by complying with the submission and certification requirements of this clause.

(d)(1) A claim by the Contractor shall be made in writing and unless otherwise stated in this contract submitted within 6 years after accrual of the claim to the Contracting Officer for a written decision. A claim by the Government against the Contractor shall be subject to a written decision by the Contracting Officer.

(2)(i) Contractors shall provide the certification specified in subparagraph (d)(2)(iii) of this clause when submitting any claim -

(A) Exceeding \$100,000; or

(B) Regardless of the amount claimed, when using -

(1) Arbitration conducted pursuant to 5 U.S.C. 575-580; or

(2) Any other alternative means of dispute resolution (ADR) technique that the agency elects to handle in accordance with the Administrative Dispute Resolution Act (ADRA).

(ii) The certification requirement does not apply to issues in controversy that have not been submitted as all or part of a claim.

(iii) The certification shall state as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the Government is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

(3) The certification may be executed by any person duly authorized to bind the Contractor with respect to the claim.

(e) For Contractor claims of \$100,000 or less, the Contracting Officer must, if requested in writing by the Contractor, render a decision within 60 days of the request. For Contractor-certified claims over \$100,000, the Contracting Officer must, within 60 days, decide the claim or notify the Contractor of the date by which the decision will be made.

(f) The Contracting Officer's decision shall be final unless the Contractor appeals to the Chief of the Contracts and Logistics Services who will serve as the Hearing Officer to review the decision.

(g) If the claim by the Contractor is submitted to the Contracting Officer or a claim by the Government is presented to the Contractor, the parties, by mutual consent, may agree to use ADR. If the Contractor refuses an offer for alternative dispute resolution, the Contractor shall inform the Contracting Officer, in writing, of the Contractor's specific reasons for rejecting the request. When using arbitration pursuant to 5 U.S.C. 575-580, or when using any other ADR technique that the agency elects to handle in accordance with the ADRA, any claim, regardless of amount, shall be accompanied by the certification described in subparagraph (d)(2)(iii) of this clause, and executed in accordance with subparagraph (d)(3) of this clause.

(h) The Government shall pay interest on the amount found due and unpaid from (1) the date the Contracting Officer receives the claim (certified, if required); or (2) the date that payment otherwise would be due, if that date is later, until the date of payment. With regard to claims having defective certifications, as defined in (FAR) 48 CFR 33.201, interest shall be paid from the date that the Contracting Officer initially receives the claim. Simple interest on claims shall be paid at the rate, fixed by the Secretary of the Treasury as provided in the Act, which is applicable to the period during which the Contracting Officer receives the claim and then at the rate applicable for each 6-month period as fixed by the Treasury Secretary during the pendency of the claim.

(i) The Contractor shall proceed diligently with performance of this contract, pending final resolution of any request for relief, claim, appeal, or action arising under the contract, and comply with any decision of the Contracting Officer.

I.9 FAR 52.222-3 CONVICT LABOR (APR 1984) - As Modified by the Library of Congress

The Contractor agrees not to employ any person undergoing sentence of imprisonment in performing this contract.

I.10 FAR 52.232-25 PROMPT PAYMENTS (NOV 1994)--As Modified by the Library of Congress

Notwithstanding any other payment clause in this contract, the Government will make invoice payments and contract financing payments under the terms and conditions specified in this clause. Payment shall be considered as being made on the day a check is dated or an electronic fund transfer is made. All days referred to in this clause are calendar days, unless otherwise specified.

(a) Invoice Payment.

(1) For purposes of this clause, "invoice payment" means a Government disbursement of monies to a Contractor under a contract or other authorization for supplies of services accepted by the Government. This includes payments for partial deliveries that have been accepted by the Government and final cost or fee payments where amounts owed have been settled between the Government and the Contractor.

(2) The due date for making invoice payment by the designated payment office shall be the later of the following two events:

(i) The 30th day after the designated billing office has received proper invoice from the Contractor.

(ii) The 30th day after Government acceptance of supplies delivered or services performed by the Contractor. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement. However, if the designated billing office fails to annotate the invoice with the actual date of receipt, the invoice payment due date shall be deemed to be the 30th day after the date the Contractor's invoice is dated, provided a

proper invoice is received and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

(3) If the contract does not require submission of an invoice for payment (e.g., periodic lease payments), the due date will be as specified in the contract.

(4) An invoice is the Contractor's bill or written request for payment under the contract for supplies delivered or services performed. An invoice shall be prepared and submitted to the designated billing office specified in the contract. A proper invoice must include the items listed in subdivisions (a) (4) (i) through (a) (4) (viii) of this clause. If the invoice does not comply with these requirements, then the Contractor will be notified of the defect within seven (7) days after the receipt of the invoice at the designated billing office.

(i) Name and address of the Contractor.

(ii) Invoice date.

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number, if possible).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor's official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number, and mailing address of person to be notified in event of defective invoice.

(viii) Any other information or documentation required by other requirements of the contract (such as evidence of shipment).

(b) Contract Financing Payments.

(1) For purposes of this clause, contract financing payment means a Government disbursement of monies to a Contractor under a contract clause or other authorization prior to acceptance of supplies or services by the Government. Contract financing payments include advance payments; progress payments based on cost under the clause at 52.232-16, Progress Payments; progress payments based on a percentage or stage of completion (32.102(e)(1), other than those made under the clause at 52.232-5, Payments Under Fixed-Price Construction Contracts, or the clause at 52.232-10, Payments Under Fixed-Price Architect Engineer Contracts; and interim payments on cost type contracts.

(2) For contracts that provide for contract financing, requests for payment shall be submitted to the designated billing office as specified in this contract or as directed by the Contracting Officer. Contract financing payments shall be made on the 30th day after receipt of a proper contract financing request by the designated billing office. In the event that an audit or other review of a specific financing request is required to ensure compliance with the terms and conditions of the contract, the designated payment office is not compelled to make payment by this date.

(3) For advance payments, loans, or other arrangements that do not involve recurrent submissions of contract financing requests, payment shall be made in accordance with the corresponding contract terms or as directed by the Contracting Officer.

(4) Contract financing payments shall not be assessed an interest penalty for payment delays.

I.11 52.203-8 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY. (JAN 1997)

(a) If the Government receives information that a contractor or a person has engaged in conduct constituting a violation of subsection (a), (b), (c), or (d) of Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. 423) (the Act), as amended by section 4304 of the 1996 National Defense Authorization Act for Fiscal Year 1996 (Pub. L. 104-106), the Government may--

(1) Cancel the solicitation, if the contract has not yet been awarded or issued; or

(2) Rescind the contract with respect to which--

(i) The Contractor or someone acting for the Contractor has been convicted for an offense where the conduct constitutes a violation of subsection 27 (a) or (b) of the Act for the purpose of either--

(A) Exchanging the information covered by such subsections for anything of value; or

(B) Obtaining or giving anyone a competitive advantage in the award of a Federal agency procurement contract; or

(ii) The head of the contracting activity has determined, based upon a preponderance of the evidence, that the Contractor or someone acting for the Contractor has engaged in conduct constituting an offense punishable under subsections 27(e)(1) of the Act.

(b) If the Government rescinds the contract under paragraph (a) of this clause, the Government is entitled to recover, in addition to any penalty prescribed by law, the amount expended under the contract.

(c) The rights and remedies of the Government specified herein are not exclusive, and are in addition to any other rights and remedies provided by law, regulation, or under this contract.

**SECTION J
LIST OF ATTACHMENTS**

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SECTION J - ATTACHMENT 1
HISTORIC AMERICAN BUILDINGS SURVEY
HISTORIC AMERICAN ENGINEERING RECORD REQUIREMENTS

1.1 BACKGROUND

This project will create digital image reproductions of the visual documentation compiled by the National Park Service for the Historic American Buildings Survey (HABS) and the Historic American Engineering Record (HAER). The goal of the collections is to provide architects, engineers, scholars, and the public with comprehensive documentation of buildings, sites, structures and objects significant in American history and the growth and development of the built environment. All HABS/HAER survey documentation is compiled by the HABS/HAER Division of the National Park Service. Completed surveys are transmitted to the Library of Congress Prints and Photographs Division where they are housed, stored, and served to the public. Sample items from the collection may be viewed at <http://lcweb2.loc.gov/ammem/hhhtml/habshome.html>.

The HABS documentation project began in 1933 and included the documentation of engineering and industrial sites until the establishment of the HAER program in 1969. HABS/HAER documentation takes the form of photographic negatives, photographic prints, color transparencies, measured line drawings, survey data sheets, and photo caption sheets. The photographic negatives and color transparencies shall be digitized for this project.

1.2 GOVERNMENT FURNISHED MATERIALS

Each black-and-white photographic negative and color transparency is housed in a paper sleeve, marked with a unique *item identification number*. The identification number shall be used to find the associated database record.

1.2.1 Black-and-white Photographic Negatives

The following represents an estimate of the black-and-white photographic negatives in the collection as of January 1997. This represents work from 1933 forward; additions are made to the collection each year.

<u>Size</u>	<u>Quantity</u>
8 x 10	8,180
5 x 7*	50,190
4 x 5*	95,500
2¼ x 2¼*	2,340

Other** 4,750

* Stored and interfiled in 5 x 7 sleeves.

** Most other-size negatives range from 2¼ x 3½ inches to 2¼ x 4 inches; the category also includes a few negatives as small as 1-inch square and others with high aspect ratios (2x6-inch).

Scanning shall be done in batches of negatives; each batch will represent a block of negatives that are stored in same-size **sleeves**. At least ninety percent of the negatives are stored in 5 x 7-inch sleeves that actually contain 5x7-inch, 4x5-inch, 2¼-inch, and other non-standard film sizes. Thus many batches of negatives to be scanned will not consist of same-size **negatives**.

The negatives are sorted in the Library's shelflist number order, which is geographically based. There is considerable variation in the age, physical condition, type of film, processing methods, and the size of negatives that are stored together; therefore, scanning adjustments shall be required while proceeding from one set of negatives to the next. NOTE: Approximately 18,200 of the negatives have a nitrate film base. See section 1.5 below.

The 8x10-inch series includes some lithographic line negatives. The system used for continuous tone, full-range negatives may not perfectly reproduce these essentially bitonal items. The best means conveniently capable and available shall be used to capture the line negatives and the presence of each shall be indicated in the "scanning note" field of the database (see section 1.4.1 below)

The HABS and HAER negatives are filed separately from one another and shall be captured at different times.

1.2.2 Color Transparencies

The following represents an estimate the variety of color transparencies in the collection:

5 x 7 280

4 x 5 1,250

In addition to the paper sleeve, the transparencies are stored in a mylar sleeve or jacket. There is less variability in the image quality of the color transparencies because HABS/HAER did not begin using color as a film format until the late 1970s.

1.3 IMAGING REQUIREMENTS

In accordance with C.4.3, the following set of mandatory images shall be created for each item in the collection:

5UA - 5000-Pixel Resolution Uncompressed Archival Image

CRI - Compressed Reference Image

THM - Thumbnail Image

If applicable, the desirable image type to be created shall be as follows:

5DI - 5000-Pixel Compressed Display Image

1.4 SPECIFIC REQUIREMENTS FOR FILENAMES, DIRECTORIES AND THE HABS/HAER DATABASE

1.4.1 HABS/HAER Database

The HABS/HAER staff in the National Park Service runs and maintains a relational database containing descriptive information about each survey. The database tracks, among other things, the amount of written documentation, visual documentation, survey numbers, and geographic information. Survey numbers are composed of a two-character geographic code and a serial number (usually four digits). The same survey number may be used for a HABS survey and a HAER survey. For that reason, the database also contains a control number field, which is unique across HABS and HAER. The control number field shall be used to create a unique directory structure to store the digital image files.

A copy of the database will be made available during the contract startup and testing phase. Each unique survey number is represented by one record in the database. The database shall have the following fields:

<u>Field Name</u>	<u>Contents</u>
CNUM	The control number for the survey record.
HABSCODE	The HABS survey number.
HAERCODE	The HAER survey number.
NPHO	The number of photographs in the survey.
CTRA	The number of color transparencies in the survey.
LCSHCODE	The Library of Congress shelflist number. All negatives and transparencies are sorted in shelflist order. The shelflist code will also appear on all negative sleeves and provides further item identification confirmation. The data will be sorted on this field to match the order of capture.

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DIGID	The <i>digital item identifier</i> to be assigned by the contractor. See Section 1.4.2 for more information about file naming.
PHOTONUM	The item number written of the sleeve of the negative or transparency after the shelflist code. These item numbers only appear on the sleeves. This number shall be keyed by the contractor during capture.
SCANNOTE	A field in which the contractor shall note the occurrence of line negatives (see section 1.2.1 above) and may record other information about any image that may be relevant to the production process or of interest to the Library in post-production. Any notes written on the negative or transparency sleeve of this photograph that pertains to copyright or other ownership or restriction issues shall be transcribed.
RESTR	The character X shall be input in this field whenever the scanning team encounters a copyright or other restriction not on eht photographic storage envelope. (Note: The content of such notes is to be transcribed in the SCANNOTE field.)
COLOR	The character X shall be input in this field if the item scanned is a color transparency.

During capture, the HABS or HAER survey number as indicated on the top right corner of the sleeve shall be used to locate the proper record in the database. For each photograph scanned from a particular survey, the record shall be duplicated to create a new record into which the contractor shall key the *digital item identifier* and record the photograph survey item number from the sleeve.

For example, a record in the database may have the following entry (some fields omitted for this example)

<u>CNUM</u>	<u>HAERCODE</u>	<u>NPHO</u>	<u>CTRA</u>	<u>LCSHCODE</u>	<u>DIGID</u>	<u>PHOTONUM</u>	<u>SCANNOTE</u>
UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1			

This record shall be duplicated once for each individual negative or transparency being scanned at the time. If eight negatives are being scanned as the data in the NPHO field indicates, then the contractor shall duplicate this record seven times. The contractor shall then input the DIGID values assigned and copy the item numbers of the negatives in the PHOTONUM field. The end result shall be eight records:

<u>CNUM</u>	<u>HAERCODE</u>	<u>NPHO</u>	<u>CTRA</u>	<u>LCSHCODE</u>	<u>DIGID</u>	<u>PHOTONUM</u>	<u>SCANNOTE</u>
-------------	-----------------	-------------	-------------	-----------------	--------------	-----------------	-----------------

UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1	001657p	1	
UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1	001658p	2	
UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1	001659p	3	
UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1	001660p	4	
UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1	001661p	5	Line
Neg							
UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1	001662p	6	
UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1	001663p	7	
Copies from							
							Harpers
magazine							
UT0355	UT-41-G	8	0	DLC/PP-1993:UT-1	001664p	8	

The Library will use the resulting database as a mechanism to locate and display the image files in its online catalog.

1.4.2 File Naming

The contractor shall assign each digital image file a unique file name composed of the *digital item identifier* followed by the image category indicator and the file extension (see section C.4.2).

The *digital item identifier* to be assigned by the contractor is composed of a unique six-digit number followed by a *format indicator*, either the letter **p** (for black-and-white negatives) or **c** (for color transparencies). The *digital item identifiers* will be a sequential set of numbers, zero-filled for numbers below 100000. For example, the *digital item identifier 1657* shall appear as *001657p* in the database and as the first part of the filename. The first image to be captured shall be identified as *000001p*; the identifier for each successive image will increment by one from its predecessor. The six-digit number will permit a unique file name for each of the 170,000 photographs in the collection. The *format indicator* will be used by the Library to display sets of image formats together. Therefore, the file names associated with the items in the survey UT-41-G above would be:

001657pu.tif, 001657pr.jpg, 001657pt.tif
 001658pu.tif, 001658pr.jpg, 001658pt.tif
 001659pu.tif, 001659pr.jpg, 001659pt.tif
 001660pu.tif, 001660pr.jpg, 001660pt.tif
 001661pu.tif, 001661pr.jpg, 001661pt.tif

If applicable, the file names of the desirable images associated with the items in the survey UT-41-G above shall be:

001657pu.tif, 001657pv.jpg, 001657pr.jpg, 001657pt.tif
 001658pu.tif, 001658pv.jpg, 001658pr.jpg, 001658pt.tif
 001659pu.tif, 001659pv.jpg, 001659pr.jpg, 001659pt.tif
 001660pu.tif, 001660pv.jpg, 001660pr.jpg, 001660pt.tif

001661pu.tif, 001661pv.jpg, 001661pr.jpg, 001661pt.tif

1.4.3 Directory Structure

The files digitized for each survey shall be stored in a unique directory structure based on the associated control number in the database (the CNUM field). The control number is six characters long; the first two characters indicate the state, country, or territory of the site, and the last four digits are a unique serial number within the database. The control number does not indicate whether the corresponding survey is part of HABS or HAER.

Examples: ca0312
 de0013
 ny1845
 vi0004

Based on the elements of the control number, a directory structure shall be created for each set of digital images within a survey using the following pattern:

[State_code]/[Convenience_path]/[Control_number]/[Format]/[Files]

1.4.3.1 Elements of the Directory Structure

- **State_code** The two-character code indicating the state, country, or territory of the survey. The code is used as part of the survey number which can be found on the negative sleeves or often on the negatives themselves. The code also matches the first two characters of the control number.
- **Convenience_path** Composed of the two character State_code and a four-digit convenience group subdirectory which bundles groups of one-hundred surveys together.
- **Control_number** The third level subdirectory is the exact control number from the database for the survey.
- **Format** The fourth level subdirectory indicates the format of the materials for the files being stored. This level will be either **photos** or **color**. All of the image files will be stored in this directory.

1.4.3.2 Path Examples

Using Utah example from Section 1.4.1:

ut/ut0300/ut0355/photos/001657pu.tif

ut/ut0300/ut0355/photos/001657pr.jpg
 ut/ut0300/ut0355/photos/001657pt.tif
 ut/ut0300/ut0355/photos/001658pu.tif
 ut/ut0300/ut0355/photos/001658pr.jpg
 ut/ut0300/ut0355/photos/001658pt.tif
 ut/ut0300/ut0355/photos/001659pu.tif
 ut/ut0300/ut0355/photos/001659pr.jpg
 ut/ut0300/ut0355/photos/001659pt.tif
 ut/ut0300/ut0355/photos/001660pu.tif
 ut/ut0300/ut0355/photos/001660pr.jpg
 ut/ut0300/ut0355/photos/001660pt.tif
 ut/ut0300/ut0355/photos/001661pu.tif
 ut/ut0300/ut0355/photos/001661pr.jpg
 ut/ut0300/ut0355/photos/001661pt.tif

Other path examples:

ak/ak0300/ak0364/photos/[Files]
 md/md1100/md1108/photos/[Files]
 vi/vi0000/vi0038/color/[Files]
 ky/ky0500/ky0509/photos/[Files]
 ms/ms0600/ms0691/color/[Files]
 vi/vi0000/vi0038/photos/[Files]

1.5 HANDLING AND SCANNING REQUIREMENTS

The negatives and transparencies in the collection shall be handled with white cotton gloves. Although, the Library has not discovered any negatives or transparencies exhibiting signs of deterioration, any such items discovered by the contractor shall be brought to the attention of Library staff.

The approximately 20,000 nitrate and diacetate based films are currently stored in individual sleeves and are housed in a cold storage environment. These materials will be brought to the contractor in large grey coolers with clasp locks. The scan groups for these materials will be small enough so that the negatives may be stored in sealed lockers at night. For additional information on handling nitrate and diacetate materials, see Section J, Attachment 5.

1.6 WORKFLOW AND SETUP ACTIVITY

The workflow and setup for this collection are included in the contract startup and testing activity; see Section C. 6.2.

1.7 DELIVERABLES AND DELIVERY

The *collection identifier* for the HABS/HAER Collection is **habshaer**. This *collection*

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identifier shall be used as the first part of the volume name for the delivered CD-ROMs.
See Section C.8.2

SECTION J - ATTACHMENT 2 BASEBALL CARDS, 1887-1914

2.1 BACKGROUND

This project shall include the creation of digital images of 2,150 baseball cards in the Library's collection. Approximately 1,800 of the cards are smaller than 2 x 3 inches. The largest cards in the collection measure 5¾ x 8 inches. Most of the small cards and were distributed as inserts in packs of cigarettes. The larger cabinet cards were purchased via mail order. Various graphic production processes were used to create the cards, including albumen photoprint, gelatin silver photoprint, halftone, offset, and chromolithograph. Sample cards may be viewed at <http://lcweb2.loc.gov/ammem/bbhtml/bbhome.html>.

2.2 GOVERNMENT FURNISHED MATERIALS AND SERVICE

2.2.1 Albumen Prints

All of the albumen photoprints are mounted on board and the prints exhibit varying degrees of deterioration. Many have yellowed, faded and lost highlight details or are defaced by marks caused by the mounting adhesives. Most of the mounted photoprints are vertically oriented (in portrait format). Some cards display vertical and horizontal scenes.

One large group of the albumen prints appear on small Old Judge cigarette cards. The Old Judge mount boards are irregularly cut, frequently have rounded corners, and have no information printed on the verso by the manufacturer. The Old Judge logo, player's name, team, and position were all printed on the photoprint with the photo of the sitter. Some of the cards of this type appear to have a red or pinkish coating. It is not clear if this coloration is an element of deterioration or intentionally toned.

Twenty-six albumen prints are mounted on 4 x 6½ inch cabinet cards. Production and sitter information on these cards is printed both within the photograph and on the mount itself. The printed information on the mount is in light gold. The edges of the cards are bevel cut.

2.2.2 Silver Gelatin Prints

About twenty silver gelatin photoprints are not mounted on any backing. All of these have information printed on the verso. Twelve are horizontally oriented team photographs advertising Fatima cigarettes; this group exhibits little fading. Others are vertically oriented photographs of individual players, with mild fading.

2.2.3 Lithographic and Offset Printed Cards

The lithographic or offset printed cards in the collection (some of which were produced using both processes) are generally in excellent condition with little ink fading and little image loss due to abrasion. The smallest of the non-photographic cards are a pair of "domino discs," two 1⅛-inch diameter metal edged 'coins' depicting a player's head on one side and a domino pair on the verso. The largest are 100 chromolithographs in the T-3 Turkey Red series, measuring 5¾ x 8 inches.

The card type called "triple-fold" consists of a triptych: a halftone photograph of a game scene is flanked by chromolithographed portraits of two players. There may be other examples of multiple-printed-image cards.

2.3 IMAGING REQUIREMENTS

In accordance with C.4.3, the following set of mandatory images shall be created for each item in the collection:

3UA - 3000-Pixel Resolution Uncompressed Archival Images

CRI - Compressed Reference Images

THM - Thumbnail Images

If applicable, the desirable image type to be created shall be as follows:

3DI - 3000-Pixel Compressed Display Image

These images shall always to be created for the recto (front) of the cards. Additional images may also be created for the verso (back) of the cards with information on the verso, e.g., pictures of other players, manufacturer's information, action photographs, or the card-collector's handwritten or rubber-stamped notation. A Library technician working with the contractor's scanning technician will determine which card versos are to be scanned. A full set of digital images shall be created for the card verso; thus, six digital images (two three-image sets) would be produced for such items.

2.4 FILENAMING AND DIRECTORY STRUCTURE

2.4.1 Filenaming

The contractor shall use the *item identification number* as the *digital item identifier* for each digital image. The four-digit *item identification number* will appear on the housing for each card and will be confirmed by the Library technician working with the contractor. The fifth character of the filename shall be an **f** or a **b** to indicate the card front or back. The indicator **f** for card fronts shall be used in filenames even when the back of the card is not scanned. The filename extensions specified in Section C.4.2 complete the filename.

Filename examples: **0001fu.tif, 0001fr.jpg, 0001ft.tif**
 0218fu.tif, 0218fr.jpg, 0218ft.tif
 1190bu.tif, 1190br.jpg, 1190bt.tif
 2068fu.tif, 2068fr.jpg, 2068ft.tif

If applicable, the file names of the desireable images shall be:

0001fu.tif, 0001fv.jpg, 0001fr.jpg, 0001ft.tif
0218fu.tif, 0218fv.jpg, 0218fr.jpg, 0218ft.tif
1190bu.tif, 1190bv.jpg, 1190br.jpg, 1190bt.tif
2068fu.tif, 2068fv.jpg, 2068fr.jpg, 2068ft.tif

2.4.2 Directory Structure

A directory structure shall be created that organizes the digital image files into groups of one hundred, and then into groups of ten at the second directory level. The digital image files shall be stored in the second-level directory. Path examples:

/0300/0390/0391fr.jpg
/1000/1000/1003bu.tif
/2100/2120/2121ft.tif
/0800/0800/0809fr.jpg

2.5 HANDLING AND SCANNING REQUIREMENTS

Due to the fragility of the collection, the cards will be handled only by Library personnel during the scanning process. A Library technician will remove the cards from their housing, place them in position on the capture device, and remove and rehouse them.

Many of the board-mounted cards have curved or warped with age. The contractor shall not flatten them at the time of image capture, either by pressing the cards onto a flatbed scanner or flattening them with a glass plate or frame. Although no systematic survey of the collection was made, measurement samples taken on ten cards measuring about three inches on the long side revealed warpage up to 2 millimeters on the long axis. (That is, if one inverted the card on a table top, it would present an arched appearance, with the highest point of the arch 2mm above the plane of the table.)

2.6 WORKFLOW AND SETUP ACTIVITY

The workflow and setup for this collection are included in the contract startup and testing activity.

2.7 DELIVERABLES AND DELIVERY

The *collection identifier* for the Baseball Cards is **bbc**. This *collection identifier* shall be used as the first part of the volume name for the delivered CD-ROMs.

**SECTION J - ATTACHMENT 3
CIVIL WAR PHOTOGRAPHS FROM
PRINTS AND PHOTOGRAPHS DIVISION
READING ROOM FILES**

3.1 BACKGROUND

The Prints and Photographs Reading Room makes available a collection of Civil War photographs in its open vertical files. The collection, formally known as the Anthony-Taylor-Rand-Ordway-Eaton Collection, is organized by subject matter. The photographs were acquired from various sources, including the Brady-Handy Collection. Other photographs were printed by the Library from Brady negatives held by the Library.

3.2 GOVERNMENT FURNISHED MATERIALS

Almost all of the photographs are mounted on boards. Most of the full-size boards are 11x14 inches. Smaller sized boards are variable: from about 4x5 to 5x10 inches. Many of the largest boards have more than one photograph mounted on them. As many as ten photographs are mounted on a single board. Large boards do not necessarily indicate that large photographs are mounted upon them. The photographs range in size from 2x3 to 10x13 inches. The library estimates that there are 7,400 photographs on 3,800 mounts. The boards are housed in mylar, which will be cut open on two adjacent sides by Library staff prior to scanning; this will leave the boards in what is called an "L-sealed" mylar housing. Approximately 350 stereographs are included in this project.

The bulk of the photographs are gold-toned albumen prints. Most other prints are silver gelatin copy photographs or reprints.

The Library has assigned a unique *item identification number* to each photograph. The staff has written this number on the back of each photograph. For mount boards with more than one photograph, the number for each image will appear directly behind its corresponding mounted print.

3.3 IMAGING REQUIREMENTS

3.3.1 Types of Digital Images

In accordance with C.4.3, the following set of mandatory images shall be created for each item in the collection:

5UA - 5000-Pixel Resolution Uncompressed Archival Image

CRI - Compressed Reference Image

THM - Thumbnail Image

If applicable, the desirable image type to be created shall be as follows:

5DI - 5000-Pixel Compressed Display Images

3.3.2 Cropping

The contractor shall capture each individual photograph, cropping out the surrounding mount and other photographs which might appear on the mount. The contractor shall leave a narrow edge of the background surrounding the photographic print in the digital image, to demonstrate that the entire original items has been captured.

For each stereograph, the contractor shall capture the entire image pair and the board on which the stereograph is mounted. The Library may additionally instruct the scanning technicians to capture the verso of some of the stereograph cards as well. If the verso is scanned, the Library will supply a separate *item identification number* for the verso image.

3.4 FILENAMING AND DIRECTORY STRUCTURE

The contractor shall use the *item identification number* as the *digital item identifier* for each digital image. The four-digit *item identification number* will appear on the verso of each photograph. The filename extensions specified in Section C.4.2 complete the filename.

Filename examples: **0001u.tif**
 0218r.jpg
 1190t.tif
 2068v.jpg

A directory structure shall be created which organizes the digital image files into groups of one-hundred. The digital image files shall be stored in this single-level directory. Some path examples:

Path examples: **/0300/0317r.jpg**
 /1000/1010u.tif
 /4700/4791t.tif
 /6800/6809v.jpg

3.5 HANDLING AND SCANNING REQUIREMENTS

Most of the backing boards are brittle and fragile with age. Many exhibit broken corners, cracks or tears. The contractor shall use care when removing the boards from the L-sealed mylar housing. Neither the boards nor the stereographs may be captured on a flat-bed scanner. Nor may they be flattened with glass plates or weighted frames

for capture by overhead digital camera.

After scanning, the contractor shall return the prints in the same mylar housing and refile them in the same order as found.

3.6 WORKFLOW

3.6.1 Project Setup Activity

During the setup activity, a set of *confirming sample* images shall be created that can be used to determine tonal value ranges for these materials.

3.7 DELIVERABLES AND DELIVERY

The *collection identifier* for the Civil War photographs is **cwp**. This *collection identifier* shall be used as the first part of the volume name for the delivered CD-ROMs.

SECTION J - ATTACHMENT 4 HIGH DEMAND ITEMS/COPY PHOTOGRAPHS

4.1 BACKGROUND

The high demand items are copy photographs that have been produced by the Library of Congress over the last thirty years, generally in response to requests from patrons outside the Library. The bulk of the copy photographs were produced from original graphic materials in the Library's Prints and Photographs Division. A black-and-white negative or color transparency or negative is retained by the Library for each item reproduced by the Library's Photoduplication Service. The copy photograph is for future reproduction orders to eliminate repeated copying and to reduce handling of the original materials in the collection.

About 100,000 of the high demand items were digitized beginning in 1992. The following list indicates the numbers of additional items remaining to be digitized as of January 1997. Each year, approximately 5,000 new copy images are produced.

The current inventory of copy photographs consists of:

17,625	- 8x10 black-and-white negatives (series LC-USZ62)
471	- 4x5 black-and-white negatives (series LC-USZ6)
119	- 5x7 black-and-white negatives (series LC-USZ61)
3,450	- 4x5 color transparencies (series LC-USZC4)
1,248	- 2x2 color slides (series LC-USZC2)
17	- 8x10 color transparencies (series LC-USZC6)
30	- 4x5 color negatives (series LC-USZCN4)
5	- 8x10 color negatives (series LC-USZCN6)

4.2 GOVERNMENT FURNISHED MATERIALS

4.2.1 Black-and-White Negatives

Each black-and-white negative is housed in a paper sleeve and marked with the Library's *reproduction number*. Each *reproduction number* is composed of a series, e.g., LC-USZ62, and a unique item number. The item number often has been inked on the clear border of the sheet film negative. The 8x10-inch negatives form the bulk of the copy photographs to be copied for this project.

Compared to a typical black-and-white camera negative, most of the Library's copy negatives have relatively low contrast and generally have lower density. Although no systematic survey has been made, the following table provides density measurements for six sample 8x10-inch negatives in a post-1992 group. The measurements were made on an Eseco Compumaster, model TR-90M with an aperture setting of 3mm.

Negative	Maximum density	Minimum density	Difference
Sample 1	1.22	0.33	0.89
Sample 2	1.24	0.31	0.93
Sample 3	1.00	0.29	0.71
Sample 4	1.34	0.50	0.84
Sample 5	1.65	0.33	1.32
Sample 6	1.78	.62	1.16

The difference between the maximum and minimum densities for these images averages 0.98. For comparison, the 35mm negatives from Mead-Bateson Collection (resulting from typical in-the-field photography; Lot 2 in this solicitation) averages a 1.25 difference from Dmax to Dmin, with no items measuring a difference below 0.94.

The copy negatives were produced with low contrast in order to assure capture of the extreme tonal values from highlight to shadow.

Film type(s): 8x10	Kodak Ektapan 4162
5x7	Kodak Ektapan 4162
4x5	Kodak Ektapan 4162

4.2.2 Color Transparencies and Slides

The 8 x 10- and 4 x 5-inch color transparencies are housed in clear plastic sleeves marked with the *reproduction number*. The sleeves have a snug fit. The sleeved transparency is additionally housed in a paper envelope, also marked with the *reproduction number*. Contractor personnel shall remove the envelopes and sleeves at the scanning station, and following image capture, shall resleeve and rehouse refiling them in numerical order.

The 2x2-inch color slides are stored in segmented boxes. Each slide is marked on its mount with the full *reproduction number*. The contractor shall remove the slides from the boxes and refile them in numerical order following capture.

Film types: 35mm	Ektachrome
4x5	Kodak 5701
8x10	Kodak 231, 368, 861, 4191, and 4253

The images captured on the color transparencies and slides include the Kodak Gray

Scale and Kodak Color Control Patches.

4.2.3 Color Negatives

The 4x5-inch color negatives are housed in clear plastic sleeves marked with the *reproduction number*. The sleeves have a snug fit. The 8x10-inch color negatives are not sleeved in plastic. All negatives are housed in paper envelopes, also marked with the *reproduction number*. The envelopes and sleeves shall be removed by the contractor at the scanning station. Following image capture, the contractor shall rehouse the negatives (after resleeving the 4x5s), refiling them in numerical order.

Film types:	4x5	Kodak 2981
	8x10	Kodak 275

The images captured on the color negatives include the Kodak Gray Scale and Kodak Color Control Patches.

4.3 SPECIFIC IMAGING REQUIREMENTS

4.3.1 Image Resolution--Larger Items

In accordance with C.4.3, other than 35mm slides, the following set of mandatory images shall be created for each item in the collection:

4UA - 4000-Pixel Resolution Uncompressed Archival Image

CRI - Compressed Reference Image

THM - Thumbnail Image

If applicable, the desirable image type to be created shall be as follows:

4DI - 4000-Pixel Compressed Display Images

4.3.2 Image Resolution--35mm Slides

In accordance with C.4.3, the following set of mandatory images shall be created for each 35mm slide in the collection:

3UA - 3000-Pixel Resolution Uncompressed Archival Image

CRI - Compressed Reference Image

THM

If applicable, the desirable image type to be created shall be as follows:

3DI -

4.3.3 Challenge of Low Contrast Source Material

contrast of the black-and-white negatives and do the utmost to meet the requirement in Section C.3.4 regarding distribution of tonal values.

Cropping and Tonal Values

The contractor shall not crop the copy negative or transparency, i.e., the digital image

The contractor shall not be influenced by apparent edges; it is sometimes difficult to determine where the original item ends, e.g., where the borders of a print on white

The contractor shall produce digital images that display the original items in their proper viewing orientation, understood to mean the item in the copy photograph, either that they are properly viewed from the base side of the film.

The contractor shall adjust tonality and color by analyzing the most important image white borders. Generally speaking, the copy photographs show original items in their entirety, including edges or mounts, and may also include extraneous background tonality or color are being adjusted.

4.4

4.4.1 Filenaming

beginning with the characters LC-USZ. To produce computer files which will be compatible with MS-DOS filenaming conventions, the Library has assigned a two-

filenames to individual images that employ the two-character digital code as the first two characters of the filenames for images in that series.

_____	<u>SERIES</u>	<u>DIGITAL CODE</u>
-------	---------------	---------------------

8x10 black-and-white negatives	LC-USZ62	3c
4x5 black-and-white negatives	LC-USZ6	3d
5x7 black-and-white negatives	LC-USZ61	3e
2x2 color slides	LC-USZC2	3f
4x5 color transparencies	LC-USZC4	3g
8x10 color transparencies	LC-USZC6	3h
4x5 color negatives	LC-USZCN4	3j
8x10 color negatives	LC-USZCN6	3k

The contractor shall assign the next five characters of the digital image file name by using the item number of the image, according to the instructions that follow. This number appears on both the copy photograph and the sleeve which houses the photograph.

The LC-USZ62 series for 8x10 black-and-white copy negatives begins with item number 100,000. Because this number is six characters long, the first digit ("1") shall be dropped from the filename. For example, the first seven characters of a digital file name for copy negative LC-USZ62-107645 would be 3c07645.

All other copy photograph series are item numbered below 10,000. For these items, the contractor shall add zeroes in front of the first non-zero number to fill the number to five characters. For example, the first seven characters of a digital file name for the copy color slide LC-USZC2-3541 would be 3f03541.

The contractor shall assign the eighth character and the extensions to filenames in order indicate the file type and format, as follows:

u.tif = Uncompressed archival image (**4UA- or 3UA-file**)

r.jpg = Compressed reference image (**CRI-file**)

t.tif = Thumbnail (**THM-file**)

If the desirable images are produced, their eighth character and extension shall be:

v.jpg = Very high resolution compressed display image (**4DI- or 3DI-file**)

Thus, the three image files produced for the color transparency LC-USZC4-2188 would be:

3g02188u.tif for the uncompressed image

3g02188r.jpg for the reference image

3g02188t.tif for the thumbnail image

If the desirable images are produced, the fourth filename would be:

3g02188v.jpg for the compressed display image

Directory Structure

The digital images produced for the series of copy photographs shall be written to CD- and item numbers represented in the file names.

All digital image files shall be stored in a directory structure that is bundled into groups level, and then into groups of one-hundred at the third directory level. All image files shall be stored in the third subdirectory level. Because there are three digital files for more than three hundred files.

Path examples:

3g00000\3g02000\3g02100\3g02188r.jpg
3g00000\3g02000\3g02100\3g02188t.tif

3c10000\3c11000\3c11100\3c11174r.jpg
3k00000\3k00000\3k00000\3k00004t.tif

8x10-inch color negatives. The parallel treatment of the directory structure for all types of copy photography will aid the Library's retrieval mechanisms in its digital repository.

Collection Identifier and CD-ROM Volume Naming

The _____ for the High Demand Items/Copy Photographs is **cph**. Therefore, each CD-ROM produced and delivered to the Library containing images from this collection shall have the **cph001, cph002, cph003,**

4.5 REQUIREMENTS FOR HANDLING OF ORIGINAL MATERIALS.

-

replacing them.

Return items to their storage containers in numerical order.

Use care when removing transparencies and color negatives from their snug

4.6

4.6.1 Project Setup Activity

During the setup activity, a set of *confirming sample* images shall be created that can be used to determine tonal value ranges for these materials. Although the final production may not adhere to specific values for Kodak Gray Scale and Kodak Color Control Patches, some testing will examine photographs that include these devices and measurements will be made and compared to the desired effect in the image proper.

4.7 DELIVERABLES AND DELIVERY

The *collection identifier* for the High Demand Collection is **cph**. This *collection identifier* shall be used as the first part of the volume name for the delivered CD-ROMs. See Section C.9.2

SECTION J - ATTACHMENT 5 MEAD/BATESON COLLECTION - LOT 2

5.1 BACKGROUND

The project described in this section is being carried out by the Prints and Photographs Division with the cooperative assistance from the Library's Manuscript Division and the National Digital Library program. The purpose of this project is to digitize approximately 32,000 original 35mm nitrate negatives created by the anthropologists Margaret Mead and Gregory Bateson in Bali and Papua New Guinea from 1936-1939. As far as can be determined, Bateson used one or more 35mm Leica cameras to create the original images. The Balinese were the primary focus of Mead and Bateson's research, but the husband-and-wife pair also assembled comparative field data with the Iatmul people of New Guinea. Mead and Bateson hoped to use their field documentation to develop a new method for the study of intangible aspects of culture. Their work in Bali and the 1942 publication Balinese Character, which makes extensive use of the photographs covered by this RFP, are landmarks in the history of anthropology.

Because of the inherent deterioration of nitrate negatives, the Library is seeking to achieve a very high quality digital image surrogate of each image in the Mead-Bateson collection. The digital files will provide researchers with online access to the collection, enable quick-copying of image files for reference, and provide high-quality digital "masters" for printing in publications.

5.2 GOVERNMENT FURNISHED MATERIALS

5.2.1 Film and Condition

The contractor shall copy approximately 32,000 original nitrate film negatives and positives from the Mead-Bateson collection. Approximately 1 percent of the originals exist only in the form of safety film diapositives (film positives); these are positives made from negatives that are now lost. The original negatives and transparencies are uncut rolls of 35mm film, varying from approximately 20 to 42 frames in length. During physical processing at the Library, the film was removed from the cans and is currently stored on 2-inch plastic cores secured with archival microfilm reel tags (wraparound paper cover).

The film has an appreciable amount of curl and tends to roll onto itself when not on the core. When copying the original negatives, the film must be unwound from the 2-inch core prior to duplication. Film shall be removed in such a manner that it is not torn, broken, scratched, or damaged in any way. After the film is copied, it shall be rewound onto a 2-inch core and resecured with the correct microfilm tag. The contractor shall ensure that the correct film rolls are returned to the correct box.

The film is becoming brittle with age and some of the sprocket holes have torn. The contractor shall consider the possibility that the edges of the film could catch/snag during handling. The scanning equipment shall safely support the film without causing further tears or damage.

5.2.2 Nitrate Deterioration

The Library will inspect the original negatives for signs of deterioration prior to delivery to the contractor. The contractor shall, before copying, re-inspect each negative for deterioration. If the contractor discovers a roll of negatives or diapositives that show any signs of deterioration not documented by the Library, the contractor shall not scan those rolls at that time. Instead, the contractor shall notify the COTR and, if the COTR can make an appropriate judgement based on verbal or written description, the contractor will be authorized to proceed. If then COTR cannot make a judgement based on verbal or written description, then the contractor shall return those rolls to the Library for additional inspection. If, after this inspection, the COTR determines that the proposed scanning methods will safely accommodate the deteriorated film, then the film will be returned for scanning.

5.2.3 Extreme Deterioration

To the best of the Library's knowledge, this collection does not include extreme cases of deterioration, such as delamination and severe channeling. If rolls that manifest extreme deterioration are found during the production period, and if the contractor is unable to scan them, they will not be required to be scanned under the terms of this contract. These rolls shall be returned to the Library.

Some of the negatives exhibit staining (yellow staining being the most common). During image capture, the contractor shall make no attempt to retouch the image to correct for staining, i.e., the contractor shall not restore the image. Adjustments to the tonal range, brightness, contrast, and other features, however, may be made to individual images in cases where staining inhibits the ability to see visual elements of the photograph. The contractor shall propose the methods to be employed in these cases for approval by the Library during the collection technical setup phase.

5.2.4 Item and Roll Identification

The collection contains approximately 939 uncut film rolls varying from 20 to 42 frames in length. The arrangement and numbering of the original negatives were based on a two part system. First, Mead and Bateson assigned numbers to the storage cans they used. By the end of their fieldwork, they had filled 36 cans. Within each can, they assigned letters to the individual rolls within the cans (never more than 26, the number of letters in the alphabet). For example, the original storage can 3 contained rolls 3A, 3B, 3C, 3D, through 3Z.

The Library assigned the negatives in the collection the series prefix MDB25, which

5.2.5.1 _____

This field provides the core elements in the roll identification number.

MDB25-02Q

Frame count

Data example:

5.2.5.3 _____

This field indicates the frame number of the image as it appears on the film, either as a requirements regarding partial frames, double exposures, and gaps.

03

that physically precede frame number 1 on a specific roll. So in the case where frame 44 cause the database software to sort the record to precede the record for frame 1.]

Partial frames

holes in width. In the database, partial frames are listed in the Individual Frame field

The contractor shall reproduce partial frames so that the partial frame and the frame frame 26-P indicates that frame 26-P and frame 26 should appear together in a single itself, without the adjacent partial frame. The collection contains 275 or fewer partial

5.2.5.3.2

The collection includes about 150 wide-frame double exposures, defined as cases where film did not advance properly and two images overlap each other, yielding an image that is more than 8 sprocket holes wide. In the database, wide frames are listed in the Individual Frame field as "[#]-W" (e.g., 41-W).

The contractor shall reproduce the wide frames as a single overlapping image.

5.2.5.4 Gap

Gaps in the film are defined as clear space where no image exists. In the database, these have a field of their own; the presence of a gap is indicated by an asterisk (*).

The contractor shall skip over gaps in the film; no image shall be produced.

5.2.5.5 Special Instructions

The field containing special instructions will provide guidelines for handling special circumstances. Some image frames will appear as half-frames, out-of-focus, blank, fogged, overlapping with adjacent frames, or images not related to the subject, i.e., a test exposure of Margaret Mead's shoes. Instructions on how to capture, or not capture these images will appear in this field.

Data example: **DO NOT FILM**

5.3 **ADDING DIGITAL IDENTIFIERS**

The sixth field in the database, called Digital ID, will contain no data when the database is delivered to the contractor. The contractor shall assign and input a *digital item identifier* for each scanned image into this field. The *digital item identifiers* for the Mead/Bateson Collection will be a sequential set of numbers, five digits in length, and zero-filled for numbers below 10000. For example, the *digital item identifier* 216 shall appear as 00216 in the database and as the first part of the filename. The first image to be captured shall be identified as 00001; the identifier for each successive image will increment by one from its predecessor.

With each delivered shipment of digital images, the contractor shall send exported copies of the database (in an ASCII comma-delimited format). Library staff will perform quality assurance on the database along with the digital images.

5.4 **ADDITIONAL IMAGING REQUIREMENTS**

5.4.1 **Cropping**

Because some the image content appears beyond the center of the frame, the contractor

shall include the entire image area of each 35mm frame and a small portion of the original film's sprocketed edge. This requirements ensures that the entire processed image on the film has been reproduced.

5.5 FILENAMING AND DIRECTORY STRUCTURE

Digital image files shall be named according to the specifications in Section C.4.3

A directory structure shall be created which organizes the *digital item identifiers* into groups of one-thousand, and then into groups of one-hundred at the second directory level. The digital image files will be stored in the second-level directory. Some path examples:

\00000\00500\00513t.tif
\10000\10000\10000r.jpg
\12000\12800\12879u.tif
\27000\27600\27643v.jpg

5.6 DELIVERABLES

In accordance with C.4.3, the following set of mandatory images shall be created for each individual frame in the collection:

5UA - 5000 Pixel Resolution Uncompressed Archival Images

CRI - Compressed Reference Images

THM - Thumbnail Images

If applicable, the desirable image type to be created shall be as follows:

5DI - 5000-Pixel Compressed Display Images

5.7 WORKFLOW AND SETUP ACTIVITY

The workflow and setup for this collection are included in the contract startup and testing activity for LOT 2. The scanning, follow-on rework, and return shipments of negatives shall be completed within one year (52 weeks). Each batch will consist of about 1,440 negatives (40 rolls); the entire collection includes 23 batches. At no time will more than 4,320 negatives (120 rolls or three batches) be away from the Library. The movement of materials between the Library and the contractor is described in Section F.3.2.2.

5.8 DELIVERABLES AND DELIVERY

The *collection identifier* **meadpp**. This *identifier* shall be used as the first part of the volume name for the delivered CD-ROMs.

SECTION J - ATTACHMENT 6 CIVIL WAR MAP FICHE GROUP - LOT 2

6.1 BACKGROUND

The project described in this section is being carried out by the Geography and Map Division and the National Digital Library Program. The purpose of this project is to digitize approximately 2,000 Civil War maps that have been placed on approximately 3,000 105mm color microfiche. Many of the larger maps have been divided into segments or sections; each segment or section was separately photographed for the fiche. This segmentation explains why the quantity of fiche exceeds the number of maps.

The maps on fiche represent about one-fifth of the Library's total holdings of Civil War maps. The entire corpus, including the maps reproduced on fiche, is described in Richard W. Stephenson's book *Civil War Maps: an Annotated List of Maps and Atlases in the Library of Congress* (Second Edition. Washington: Library of Congress, 1989. ISBN 0-8444-0598-1, for sale by the Superintendent of Documents, Government Printing Office). This volume describes the original maps and lists the *bibliographic entry number* (i.e., catalog number) assigned to each map.

The original maps range widely in size: the smaller maps include examples at 10x7 cm (ca. 4x3 inches), larger maps include examples at 116x84 cm (ca. 45x33 inches). Most of the larger maps have been filmed in segments. The precise range of segment sizes is not known; a partial survey suggested that few fiche images represent map segments greater than 100 cm (ca. 40 inches); many appear to be in the range of 40-70 cm (ca. 15-30 inches).

The Library wishes to create digital archival or "master" images of these maps and map segments. Within the limits of fiche-scanning technology, these archival images are intended to match the quality and scale of the archival files that the Library produced when it scans similar original paper maps directly. These files are generally 300 dpi, 24-bit color uncompressed images at the actual scale or size of the original. For example, a map segment measuring 35x44 cm (ca. 14x17 inches) would be represented in a digital image with a resolution of about 4200x5100 pixels.

After receiving the images from the contractor, Library will archive them in its digital repository and create copies in one or more formats that will provide researchers with online access to the collection.

6.2 GOVERNMENT FURNISHED MATERIALS

6.2.1 Film and Condition

The contractor shall create digital images of approximately 3,000 maps or map segments from the Civil War maps on fiche group. Each map or map segment is the sole content of a 105mm fiche. A 105mm fiche measures 4 3/8 x 6 inches. The images of the maps or map segments on the fiche are generally about the same vertical size (roughly 3 to 3.5 inches), with the horizontal dimension falling where it may, but not exceeding about 5 inches.

In addition to the map or map segment, the fiche image includes (1) a six inch ruler and (2) a set of Kodak color control patches. In order to have the map fill the frame (to the degree possible), the fiche were made at varying reduction ratios.

The fiche are on Cibachrome stock and represent the camera original, i.e., the actual stock exposed in the fiche camera. The film was exposed by Library staff and processed by MicroColor International of Midland Park, New Jersey.

6.2.2 Item Identification

Each fiche is marked across the top with an identification that includes:

- the map title or its equivalent
- the bibliographic entry (catalog) number of the map
- indication of segmentation, e.g., *1 of 2, 2 of 3*
- indication of copy number when the Library holds more than one copy, e.g. *c.2* for copy 2

The information on the fiche will be the basis for assigning the filename to the digital image of the map or map segment.

6.3 ADDITIONAL IMAGING REQUIREMENTS

6.3.1 Determining Image Pixel Dimensions

The pixel dimensions of the delivered images shall be the same as the pixel dimensions would have been if the original paper item had been scanned at 300 dpi. The contractor shall determine the proper pixel dimensions by analyzing the ruler pictured on the fiche. After the captured image has been properly scaled, the length of the six inch ruler shall be represented by 1800 pixels (6 inches x 300 dpi = 1800). The pixel dimensions of the delivered images shall not vary from the values calculated for the ruler by more than 5 percent. For example, for a map with a theoretical vertical dimension of 4200 pixels, the actual vertical dimension of the delivered image must fall between the values 3927 (4134 less 5 percent) and 4341 (4134 plus 5 percent). Allowing for this variance, the length of the six-inch ruler shall be represented by not less than 1710 nor more than 1890 pixels.

The pixel dimensions of the delivered images shall represent the actual optical resolution of the capture device.

6.3.2 Concatenation of Images

The original maps and map segments range to the order of 30 inches and thus must be reproduced in digital files that range to the order of 9000 pixels. If the contractor's capture device offers resolution lower than that required, then the contractor shall concatenate a composite image from a series of scans of tiles or segments of the fiche image.

The concatenated images shall minimize the evidence of the edges where tiles or segments are stitched or joined. The most important factor is the alignment and scaling of the segments; the Library requires that lines or words on the parts of the map image be in alignment. The second factor is matching of shade or tone; the Library requires that RGB values for a single uniform area of the original map that fall into more than one tile or segment (before stitching) be within 5 percent of each other.

6.3.3 Header Content

The general requirements for TIFF headers given in Section C.4.3 apply to these images. For clarification, the Library states that the headers for these files shall represent the values for width, length, and resolution that would have been obtained if the entire map or map segment had been captured from paper as a single image. For example, in the case of the first map in the table above, the width would be 5198, the length 4134, the resolution 300, and the resolution unit dpi.

6.3.4 Cropping and Borders

The contractor shall include in the delivered image:

- the entire map or map segment as shown on the fiche
- the ruler, generally photographed lying to the left of the map
- the color control patches and gray scale (if any), generally photographed lying to the right of the map

These items shall be captured in a *capture rectangle* that goes beyond the edge of the map, ruler, or color control patches. The capture rectangle shall always be beyond or outside the map, ruler, or color control patches. In effect, the capture rectangle forms a *border* around the objects; this border shall never be less 20 pixels in width. The color of the capture rectangle/border shall be whatever color is present on the microfiche; that is, there is no requirement to make the rectangle/border precisely the same shade for each digital image.

6.4 FILENAMING AND DIRECTORY STRUCTURE

The contractor shall assign filenames to the map images based upon the information printed on the top of the fiche. The files shall be in the TIFF format. Since for a portion of their life cycle at the Library, the images will be processed in DOS system computers, the filenames shall be eight characters long, with the extension *.tif*. Since so few map images will fit on each CD-ROM, there are no requirements for creating named directories.

The assignment of names by the contractor shall adhere to the following guidelines:

Char	Assigned content	Example	Fiche mark at top
1	Bibliographic entry number before the separator point ("decimal point"); if needed, fill before and after with zeros to make five character expression	05330	533
2		h0810	H81
3		0520a	520a
4		s0420	S42
5		0066b	66b.5
6	Bibliographic entry number after the separator point ("decimal point"); if needed, fill after with zeros to make two character expression	.20	465.2
7		.22	456.22
8	Feature code (see below)	d	2 of 3

Feature codes. The eighth character shall consist of a code to represent a feature of the map being scanned. The codes are as follows:

- a [Segment] 1 of 2
- b [Segment] 2 of 2

- c [Segment] 1 of 3
- d [Segment] 2 of 3
- e [Segment] 3 of 3

- f [Segment] 1 of 4
- g [Segment] 2 of 4

h [Segment] 3 of 4
 i [Segment] 4 of 4

 x Copy 1
 y Copy 2
 z Copy 3

 0 no feature

Examples:

Filename	Mark on fiche
0066b50b	66b.5 2 of 2
0273000y	274 c. 2
h268000a	H268 1 of 2
s1500000	S150

6.5 DELIVERABLES

In accordance with C.4.3, the following set of images shall be created for each individual fiche in the collection:

CUA - Cartographic Uncompressed Archival Images

6.6 WORKFLOW AND SETUP ACTIVITY

The workflow and setup for this collection will entail scanning and delivery of ten samples from the collection.

The scanning, follow-on rework, and return shipments of negatives shall be completed within about 40 weeks. Each batch will consist of about 300 fiche; the entire collection includes 10 batches. At no time will more than 900 fiche be away from the Library; one batch en route, one batch at the contractor, and one batch being returned. Additional information on the movement of materials between the Library and the contractor found in Section F.

6.7 DELIVERABLES AND DELIVERY

The *collection identifier* for the Civil War fiche group is **cwfgm**. This *collection identifier* shall be used as the first part of the volume name for the delivered CD-ROMs. See Section C.9.2

**SECTION J - ATTACHMENT 7
RECEIPT OF MATERIALS FORM**

Please examine the contents of the following shipment.

Note any discrepancies in the shipment below and return this form to the Library immediately.

Date of Loan Transaction: _____

I am in receipt of the following materials or objects (to be confirmed by Contractor):

Batch Number:

Series Code(s), First and Last Item Numbers (for general collection identification):

Loan contents (describe):

Quantity Negatives, this Shipment:

Missing Items (please itemize or describe individual items or shipment variations and how they differ from the attached inventory.

Signature of Contractor Staff Member(s) Responsible for Inventory Control:

Return to:

=====

**Prints and Photographs Division
Library of Congress
James Madison Building, Room 339
101 Independence Avenue, Washington, DC 20540**

SECTION J - ATTACHMENT 8

LIST OF ATTACHMENTS

LOT 1 - MADISON BLDG. SCANNING SITE

The floor plan below gives an indication of the amount of working space available to the contractor primarily scanning HABS/HAER collection negatives. The room has no windows and is lighted by fluorescent tubes. The door at the upper left of the drawing always remains closed and locked.

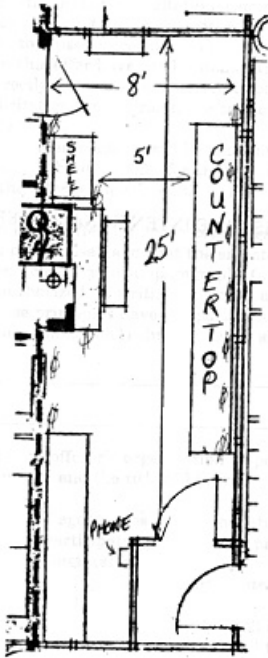


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PART IV - REPRESENTATION AND INSTRUCTIONS

SECTION K
REPRESENTATIONS, CERTIFICATIONS AND
OTHER STATEMENTS OF OFFERORS

K.1 52.203-2 CERTIFICATE OF INDEPENDENT PRICE DETERMINATION
(APR 1985)

(a) The offeror certifies that -

(1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;

(2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before bid opening (in the case of a sealed bid solicitation) or contractn the case of a negotiated solicitation) unless otherwise required by law; and

(3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory -

(1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

(2)(i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

[insert full name of person(s) in the offeror's organization responsible for determining the prices offered in this bid or proposal, and the title of his or her position in the offeror's organization];

(ii) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

(iii) As an agent, has not personally participated, and will not participate, y ction contrary to subparagraphs (a)(1) through (a)(3) above.

(c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the

disclosure.

K.2 52.204-3 TAXPAYER IDENTIFICATION (MAR 1994)

(a) Definitions.

"Common parent," as used in this solicitation provision, means that corporate entity that owns or controls an affiliated group of corporations that files its Federal income tax returns on a consolidated basis, and of which the offeror is a member.

"Corporate status," as used in this solicitation provision, means a designation as to whether the offeror is a corporate entity, an unincorporated entity (e.g., sole proprietorship or partnership), or a corporation providing medical and health care services.

"Taxpayer Identification Number (TIN)," as used in this solicitation provision, means the number required by the IRS to be used by the offeror in reporting income tax and other returns.

(b) All offerors are required to submit the information required in paragraphs (c) through (e) of this solicitation provision in order to comply with reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M and implementing regulations issued by the Internal Revenue Service (IRS). If the resulting contract is subject to the reporting requirements described in 4.903, the failure or refusal by the offeror to furnish the information may result in a 31 percent reduction of payments otherwise due under the contract.

(c) Taxpayer Identification Number (TIN).

☐ TIN: _____

☐ TIN has been applied for.

☐ TIN is not required because:

☐ Offeror is a nonresident alien foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or business in the U.S. and does not have an office or place of business or a fiscal paying agent in the U.S.;

☐ Offeror is an agency or instrumentality of a foreign government;

☐ Offeror is an agency or instrumentality of a Federal, state, or local government;

☐ Other. State basis _____

(d) Corporate Status.

☐ Corporation providing medical and health care services, or engaged in the billing and collecting of payments for such services;

☐ Other corporate entity;

☐ Not a corporate entity;

☐ Sole proprietorship

☐ Partnership

☐ Hospital or extended care facility described in 26 CFR 501(a).

(e) Common Parent.

☐ Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this clause.

☐ Name and TIN of common parent:

Name _____

TIN _____

K.3 52.204-5 WOMEN-OWNED BUSINESS. (OCT 1995)

(a) Representation. The offeror represents that it ☐ is, ☐ is not a women-owned business concern.

(b) Definition. "Women-owned business concern," as used in this provision, means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

K.4 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS. (MAR 1996)

(a) The Offeror certifies:

(1) to the best of its knowledge and belief, that:

(i) The Offeror and/or any of its Principals:

(A) Are ☐ are not ☐ presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have ☐ have not ☐, within a 3-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and

(C) Are ☐ are not ☐ presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has ☐ has not ☐, within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

This certification concerns a matter within the jurisdiction of an agency of the United States and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under section 1001, title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsive.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

K.5 52.215-6 TYPE OF BUSINESS ORGANIZATION (JUL 1987)

The offeror or quoter, by checking the applicable box, represents that -
(a) It operates as ☐ a corporation incorporated under the laws of the State of _____ ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, or ☐ a joint venture; or

(b) If the offeror or quoter is a foreign entity, it operates as ☐ an individual, ☐ a partnership, ☐ a nonprofit organization, ☐ a joint venture, or ☐ a corporation, registered for business in _____ (country).

K.6 52.215-20 PLACE OF PERFORMANCE (APR 1984)

(a) The offeror or quoter, in the performance of any contract resulting from this solicitation, ☐ intends, ☐ does not intend (check applicable block) to use one or more plants or facilities located at a different address from the address of the offeror or quoter as indicated in this proposal or quotation.

(b) If the offeror or quoter checks "intends" in paragraph (a) above, it shall insert in the spaces provided below the required information:

Place of Performance (Street Address, City, County, State, Zip Code)	Name and Address of Owner and Operator of the Plant or Facility if Other than Offeror or Quoter
--	--

K.7 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS. (JAN 1997)

(a)(1) The standard industrial classification (SIC) code for this acquisition is N/A.

(2) The small business size standard is [insert size standard].

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations.

(1) The offeror represents as part of its offer that it () is, () is not a small business concern.

(2) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it () is, () is not a small disadvantaged business concern.

(3) (Complete only if offeror represented itself as a small business concern in block (b)(1) of this section.) The offeror represents as part of its offer that it () is, () is not a women-owned small business concern.

(c) Definitions.

Joint venture, for purposes of a small disadvantaged business (SDB) set-aside or price evaluation preference (as prescribed at 13 CFR 124.321), is a concern that is owned and controlled by one or more socially and economically.

Small business concern, as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Small disadvantaged business concern, as used in this provision, means a small business

concern that (1) is at least 51 percent unconditionally owned by one or more individuals who are both socially and economically disadvantaged, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more socially and economically disadvantaged individuals, and (2) has its management and daily business controlled by one or more such individuals. This term also means a small business concern that is at least 51 percent unconditionally owned by an economically disadvantaged Indian tribe or Native Hawaiian Organization, or a publicly owned business having at least 51 percent of its stock unconditionally owned by one or more of these entities, which has its management and daily business controlled by members of an economically disadvantaged Indian tribe or Native Hawaiian Organization, and which meets the requirements of 13 CFR Part 124.

Women-owned small business concern, as used in this provision, means a small business concern--

(1) Which is at least 51 percent owned by one or more women or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small or small disadvantaged business concern in order to obtain a contract to be awarded under the preference programs established pursuant to sections 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

K.8 52.222-21 CERTIFICATION OF NONSEGREGATED FACILITIES (APR 1984)

(a) "Segregated facilities," as used in this provision, means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees, that are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin because of habit, local custom, or otherwise.

(b) By the submission of this offer, the offeror certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of its

establishments, and that it does not and will not permit its employees to perform their services at any location under its control where segregated facilities are maintained. The offeror agrees that a breach of this certification is a violation of the Equal Opportunity clause in the contract.

(c) The offeror further agrees that (except where it has obtained identical certifications from proposed subcontractors for specific time periods) it will -

(1) Obtain identical certifications from proposed subcontractors before the award of subcontracts under which the subcontractor will be subject to the Equal Opportunity clause;

(2) Retain the certifications in the files; and

(3) Forward the following notice to the proposed subcontractors (except if the proposed subcontractors have submitted identical certifications for specific time periods):

NOTICE TO PROSPECTIVE SUBCONTRACTORS OF REQUIREMENT FOR CERTIFICATIONS OF NONSEGREGATED FACILITIES.

A Certification of Nonsegregated Facilities must be submitted before the award of a subcontract under which the subcontractor will be subject to the Equal Opportunity clause. The certification may be submitted either for each subcontract or for all subcontracts during a period (i.e., quarterly, semiannually, or annually).

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

K.9 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (APR 1984)

The offeror represents that -

(a) It ☐ has, ☐ has not participated in a previous contract or subcontract subject either to the Equal Opportunity clause of this solicitation, the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;

(b) It ☐ has, ☐ has not, filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

K.10 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)

The offeror represents that -

(a) it ☐ has developed and has on file, ☐ has not developed and does not have on file, at

each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or

(b) it ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

K.11 52.223-1 CLEAN AIR AND WATER CERTIFICATION (APR 1984)

The offeror certifies that--

(a) Any facility to be used in the performance of this proposed contract is ☐, is not ☐ listed on the Environmental Protection Agency List of Violating Facilities;

(b) The offeror will immediately notify the Contracting Officer, before award, of the receipt of any communication from the Administrator, or a designee, of the Environmental Protection Agency, indicating that any facility that the Offeror proposes to use for the performance of the contract is under consideration to be listed on the EPA List of Violating Facilities; and

(c) The offeror will include a certification substantially the same as this certification, including this paragraph (c), in every non-exempt subcontract.

K.12 52.225-1 BUY AMERICAN CERTIFICATE. (DEC 1989)

The offeror certifies that each end product, except those listed below, is a domestic end product (as defined in the clause entitled Buy American Act - Supplies), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

Excluded End Products	Country of Origin
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

(List as necessary)

Offerors may obtain from the contracting officer lists of articles, materials, and supplies

excepted from the Buy American Act.

K.13 52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION. (APR 1996)

Note: This notice does not apply to small businesses or foreign governments. This notice is in three parts, identified by Roman numerals I through III. If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

I. Disclosure Statement - Cost Accounting Practices and Certification

(a) Any contract in excess of \$500,000 resulting from this solicitation, except contracts in which the price negotiated is based on (1) established catalog or market prices of commercial items sold in substantial quantities to the general public, or (2) prices set by law or regulation, will be subject to the requirements of The Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

CAUTION: In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to-practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

_____ (1) Certificate of Concurrent Submission of Disclosure Statement.

The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows: (i) original and one copy to the cognizant Administrative Contracting Officer (ACO), or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and (ii) one copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB-DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement:

Name and Address of Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

____ (2) Certificate of Previously Submitted Disclosure Statement.

The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement:

Name and Address of Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

____ (3) Certificate of Monetary Exemption.

The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling more than \$25 million (of which at least one award exceeded \$1 million) in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

____ (4) Certificate of Interim Exemption.

The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting period

immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraph (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$25 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90-day period following the cost accounting period in which the monetary exemption was exceeded.

II. Cost Accounting Standards - Eligibility for Modified Contract Coverage

If the offeror is eligible to use the modified provisions of 48 CFR 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

☐ The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201-2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$25 million in awards of CAS-covered prime contracts and subcontracts, or the offeror did not receive a single CAS-covered award exceeding \$1 million. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$25 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$25 million or more.

III. Additional Cost Accounting Standards Applicable to Existing Contracts.

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

☐ Yes ☐ No.

K.14 52.215-11 AUTHORIZED NEGOTIATORS. (APR 1984)

The offeror or quoter represents that the following persons are authorized to negotiate on its behalf with the Government in connection with this request for proposals or quotations:

<u>Name and Title</u>	<u>Location</u>	<u>Phone</u>
-----------------------	-----------------	--------------

_____	_____	_____
_____	_____	_____

By signature on the solicitation form, I hereby affirm that I am authorized, on behalf of the company, to enter into binding contractual agreements with the Government; and furthermore, that the person(s) named above [] are, [] are not, likewise so authorized.

K.15 FACSIMILE NUMBER

The offeror shall indicate the telephone number (if applicable) to which the Government may send written communications electronically. _____

K.16 VENDOR SURVEY FORM

The offeror shall complete the vendor survey form on page K.12

I HEREBY CERTIFY THAT THE RESPONSES TO THE ABOVE REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS ARE ACCURATE AND COMPLETE.

SIGNATURE:_____

TITLE:_____

DATE:_____

INSTRUCTIONS: The Debt Collection Improvement Act of 1996 requires Federal agencies to pay individual and corporate vendor invoices through Electronic Fund Transfer (EFT) after July 26, 1996. The following information is required by the Library of Congress to enable EFT payment. The information will be kept in an automated vendor database and used only for official Library business. Mail or FAX this survey to the Library of Congress as soon as possible. Keep a copy of this form for your files and notify the Library if changes occur.		MAIL TO: Library of Congress Contracts and Logistics Services Attn: Automation Coordinator 1701 Brightseat Road Landover, MD 20785-3799	
VENDOR CODE <div style="border: 1px solid black; width: 100px; height: 20px;"></div>		OR FAX TO: 202-707-8611	
		• Corporations or partnerships use Federal Taxpayer Identification Number (TIN). • Independent contractors or sole proprietors use Social Security Number (SSN). • Foreign firms without TIN, do not enter number. The Library of Congress will assign number.	
TYPE OF BUSINESS <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Government Agency <input type="checkbox"/> University			
VENDOR NAME		ALTERNATE NAME (doing business as)	
ORDERING ADDRESS LINE 1 (P.O. Box, or Number and Street)		ORDERING ADDRESS LINE 2 (Building, Suite, etc.)	
CITY	STATE	ZIP CODE	COUNTRY
TELEPHONE NUMBER () () () () () ()	FAX NUMBER () () () () () ()	CEC/DUNS NO. (9 digit contractor establishment code) () () () () () () () () ()	
CONTACT NAME	TELEPHONE NUMBER () () () () () ()	TYPE <input type="checkbox"/> Primary <input type="checkbox"/> Financial <input type="checkbox"/> Other	
BUSINESS STATUS (Check all appropriate blocks)			
<input type="checkbox"/> 1. Small Disadvantaged Business	<input type="checkbox"/> 7. Other Nonprofit Organization	<input type="checkbox"/> 13. Federal Government - Within Bureau	
<input type="checkbox"/> 2. Other Small Business	<input type="checkbox"/> 8. State/Local Government Education	<input type="checkbox"/> 14. Foreign Contractor	
<input type="checkbox"/> 3. Large Business	<input type="checkbox"/> 9. State/Local Government Hospital	<input type="checkbox"/> 15. Domestic Contractor	
<input type="checkbox"/> 4. Sheltered Workshop	<input type="checkbox"/> 10. Other State/Local Government	<input type="checkbox"/> 16. Woman Owned Business	
<input type="checkbox"/> 5. Nonprofit Educational Organization	<input type="checkbox"/> 11. Federal Government - Non Dept.	<input type="checkbox"/> 17. Minority Owned Business	
<input type="checkbox"/> 6. Nonprofit Hospital	<input type="checkbox"/> 12. Federal Government - Within Dept.	<input type="checkbox"/> 18. Emerging Small Business	
DO YOU HAVE ELECTRONIC DATA INTERCHANGE (EDI) CAPABILITY?			
<input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes" describe EDI System on a separate sheet.			

***You may request a waiver from Electronic Funds Transfer (EFT) payment upon certifying below that you do not currently maintain an account with a financial institution or payment agent.

BANK NAME						BANK NUMBER (9 digit RTN)							
ACCOUNT NUMBER						TYPE <input type="checkbox"/> Checking <input type="checkbox"/> Savings							
CITY				STATE		ZIP CODE							
ACCOUNT TITLE (if different from vendor name)						ACH COORDINATOR NAME				TELEPHONE NUMBER ()			

1. ☐ I understand that the Library will make payments by EFT and have provided EFT bank information.

2. ☐ ***I certify that I/we do not possess an account with a financial institution or payment agent. Send payment by check.

NAME	TITLE/POSITION	TELEPHONE NUMBER ()
SIGNATURE	DATE	

C&L: INPUT BY	DATE	DATE ROUTED TO FSD	VIA		
		<input type="checkbox"/> Mail - FSD/AD (9110) <input type="checkbox"/> Fax - x74261			
FSD: Waiver from EFT Payment		DIRECTOR'S SIGNATURE		DATE	
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved					
FSD/AD: V TYPE	ISSUE/RS FORM 1099	INPUT BY	DATE	REVIEWED BY	DATE
	<input type="checkbox"/> Yes <input type="checkbox"/> No				

SECTION L

INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 FORMAT AND INSTRUCTIONS FOR PROPOSAL

General. The proposal (offer) submitted in response to this solicitation shall be formatted as follows, in separately bound volumes and submitted in the quantities specified. Offerors must include the name, title, address, and phone number of the individual responsible for inquiries to the proposal.

Volume I - Standard Form of Contract and Price Proposal

Original and Two (2) copies

Volume II - Technical and Managerial Proposal

Original and Four (4) copies

L.1.1 Cover Letter

A cover letter may accompany the proposal. This cover letter may be used to set forth any information the offerors wishes to bring to the attention of the Library. The cover letter is not a part of the proposal.

L.1.2 The Proposal

The proposal shall consist of the following volumes and must include all requested information. The format shall be as follows:

L.2 VOLUME I - STANDARD FORM OF CONTRACT AND PRICE PROPOSAL

This volume of the proposal shall consist of Sections A, B, C, D, E, F, G, H, I, J, and K of the solicitation document (including any amendments as submitted to the offerors).

L.2.1 Section A - Standard Form 33

Blocks 13, 14, 15, 16, and 18 of page 1 of Standard Form 33 will be completed by offerors and Block 17 shall be signed to show that the offeror has read and agrees to comply with all the conditions and instructions provided in the solicitation document.

L.2.2 Section B - Prices/Cost

In this section of the Proposal, the offeror is required to submit a unit cost for each line item and totals using the quantities as contained in Section B of the Solicitation Document (Pages B-1 through B-6 for LOT 1 and B-7 through B-9 for LOT 2). SF 1411 is a cover sheet and for use by offerors for the submission of the Cost Proposal. The SF 1411 and Table 15-2, instructions, are included on pages L-12 -

L-18. A breakdown of all unit costs shall be included as an attachment to Section B in order to establish price reasonableness or cost realism. The offeror is to submit data to support those cost factors that are appropriate for this proposal. The offer shall include, as a minimum: A breakdown of all direct costs (including direct labor, materials, etc.); indirect cost, (overhead or general and administrative expenses [G&A]; and profit, and shall submit documentation in support of each cost element proposed based on information on prices and quantities at which the offeror has previously sold the same or similar items/services.

L.2.3 Sections C, D, E, F, G, H, I, and J

The offeror shall incorporate and return the provisions set forth in Sections C, D, E, F, G, H, I, and J of the solicitation document into Volume I of the proposal.

L.2.4 Section K - Representations, Certifications, and Other Statements of Offerors

The offeror must check or complete all applicable boxes or blocks in the paragraphs under Section K of the solicitation document and submit the full section as part of Volume I of the proposal.

L.2.5 Financial Responsibility

The offeror shall describe the size of the company and must submit information to support a determination of financial responsibility. This may be in the form of an annual report, letters of credit from a bank or other financial institution, or profit and loss statements certified by a public accountant. Equivalent information shall be provided for all subcontractors proposed. All information submitted shall be marked confidential if applicable.

L.3 VOLUME II--TECHNICAL/MANAGERIAL PROPOSAL

SEPARATE PROPOSALS (INCLUDING BOTH COST AND TECHNICAL) MUST BE SUBMITTED FOR EACH LOT PROPOSED. Offerors shall clearly state that the proposal submitted is in response to LOT 1 or LOT 2. The requested responses to L.3.1 through L.3.7 are required for both LOT 1 and LOT 2 unless specifically noted.

Organization of responses in Volume II shall be submitted in the order listed below. Comprehensive responses to the requirements of the Request for Proposals are necessary to evaluate the offeror's capability to meet the stated requirements and provide the deliverables described in the solicitation. Technical proposals should be practical, legible, clear, and coherent. In order that evaluation may be accomplished strictly on the merit of the material submitted, no costs shall be included in technical proposals.

General statements that the offeror can comply with the requirements will not, by themselves, be adequate. Failure to provide the requested technical information in L.3.1 - L.3.7 that follow, may be cause for rejection of the offer.

L.3.1 SECTION 1 - Overall technical approach; proposed methodology; demonstrated understanding of the scope of work and the requirements

The offeror shall address each of the requirements as listed in Section C. Detailed responses to each of these requirements will provide an explanation indicating offeror's ability and proposed methodology to be utilized to meet each requirement. Responses are not be a restatement of the requirement but shall be comprehensive, well-conceived, and include detailed approaches to accomplishing the tasks and providing the deliverables.

The offeror shall include specific responses which demonstrate the capability and proposed methodology to meeting the requirements, as listed in the following sections.

L.3.1.1 Mandatory Image Requirements

L.3.1.1.1 Image Capture System

LOTS 1 and 2

- Describe in detail each hardware and software system to be employed, including overall flow of images from capture and naming, to post-processing, quality review, and production of delivery CD-ROMS.
- Describe types of lighting to be used, appropriateness to the capture devices proposed, and characterize the lights in terms of the amount of heat produced.

LOT 1

- Discuss how the system(s) shall accommodate items that may be curved, cupped, or warped.
- Discuss how multiple capture stations shall be operated at the same time.

LOT 2

- Discuss how the system shall handle the three-foot-long rolls of 35mm film.

L.3.1.1.2 Technical Management

LOTS 1 and 2

- Describe how workflow shall be managed to meet schedules and provide a workflow chart in accordance with delivery requirements.
- Describe facility resources for the provision of related services including programming and custom processing.
- Describe approach to be used to perform the startup and test activity. Provide a calendar indicating how long equipment installation and setup will take prior to beginning the startup and test activity.
- Discuss the requirements pertaining to the handling of Library materials to indicate understanding of the problems and issues involved.
- Explain how the cropping requirements shall be met.

RFP97-9

- Discuss methods for overall production control, including method for tracking the individual physical items provided by the Library and the digital images produced.
- Discuss format and other requirements for delivery media to indicate understanding; describe methods to be employed to name and mark delivery media.

LOT 1

- Describe how the capture activity shall be configured to fit the space provided.

LOT 2

- Discuss the proposed plan for pickup and delivery of the original film; provide specific details concerning intended shipper(s), pickup procedures, etc.

L.3.1.1.3 Images and Imaging**LOTS 1 and 2**

- Describe the method to be used to produce the various mandatory image types, including discussion to indicate understanding of digital image resolution, file format and file headers, and compression requirements
- Discuss the imaging implications caused by variation in the characteristics of the print, negative, and transparency types to be scanned.
- Describe the method for creating the TIFF header, including the content for the three special tags that identify the Library and provide the date and image identifier.
- Discuss the issues pertaining to the tonal resolution required for the mandatory images, indicating understanding of the issues and the requirement, and describing the technical means to be used to meet the requirement and judge the results.
- Discuss the distribution of tones and colors for the mandatory digital images, including a discussion of output devices, especially display monitors. How does use of a display monitor in viewing and judging the quality of these images influence decision-making about the distribution of tones or colors in a digital image? Discuss the advisability of “contrast stretching” or other adjustments to tonality, and the use of histograms and other tools in the judgement of image quality.
- Describe the methods to be used to calibrate the contractor’s display monitor(s) at the capture station and at quality review workstations.
- Discuss the methods to be used to produce the derivative CRI (compressed reference) and THM (thumbnail) images, including how they will be compressed, rescaled, sharpened, and color-indexed (8-bit color thumbnails).

- Discuss the objective-measurement target, indicating an understanding of this requirement for reflected- and transmitted-light materials, and explaining how the required images will be produced.

LOT 2

- Discuss how the images of Civil War maps from fiche will be concatenated

L.3.1.1.4 Filenaming and Associated Databases

LOTS 1 and 2

- Provide discussion which indicated understanding of filenaming and database requirements.
- Describe the methods, staff, and tools to be used for assigning the required names for files and directories and for entering required data elements in the associated databases. Explanation of whether the assignment of names will be part of the initial capture process, post-processing, or both.

L.3.1.2 **Desirable Image Requirements (If Applicable)**

LOTS 1 and 2

- Describe the method to be used to produce the various desirable image types.
- Discuss issues pertaining to the tonal resolution required for the desirable images, indicating understanding of the issues and the requirement, commenting upon the idea embodied in this approach, and describing the technical means to be used to meet the requirement and judge the results. State the numbers of bits-per-pixel that are most appropriate and practical for archiving extended-tonal-range images (i.e., 12 and 36 bits-per-pixel or higher quantities), and explain why those values were selected.
- Discuss the distribution of tones and colors for the desirable uncompressed archival images, including a discussion of how this distribution will be measured and judged.
- Discuss the methods to be used to produce the desirable derivative DI (display images), if offered, including how they will be compressed, rescaled, and sharpened.

L.3.2 **SECTION 2 - Project Management and Qualifications/Experience of Key Personnel**

Offeror shall include a plan for managing and staffing all phases of this effort. For purposes of this contract, key personnel are defined as project manager and designated alternate, image engineer and/or programmer, digital scanning personnel, and quality assurance inspector(s). Offeror shall identify proposed key personnel and shall provide detailed resumes which indicate experience in areas relevant to work of the project. For each proposed team member, offeror must state the level of skill, proposed role on project, current employment status, and time commitment to the project. If proposed project staff

are not currently employed by the offeror, a letter of intent from those individuals is required to be submitted with the proposal.

L.3.3 SECTION 3 - Previously Demonstrated Experience and Successful Past Performance

The offeror shall provide project descriptions for a minimum of three and a maximum of five other similar or comparable efforts performed during the past five years which demonstrate the ability to organize, perform, and administer these projects. The description must include names, titles, and phone numbers of project reference contacts, as well as approximate project dollar amount, level of staffing, and duration. The description should also indicate if the project was performed by any of the personnel proposed for this project, and the role and time commitment of the personnel on the referenced project. The description should state why the project is considered relevant.

Provide relevant information to substantiate and or document past performance. This may include: records of conforming to contract requirements and to standards of good workmanship; records of forecasting and controlling costs; adherence to contract schedules, including the administrative aspects of performance; history of reasonable and cooperative behavior and commitment to customer satisfaction; and business-like concern for the interest of the customer.

L.3.4 SECTION 4 - Quality Control

The offeror shall submit a detailed Quality Assurance Plan in accordance with and reflective of an understanding of the ANSI/ASQC Z1.4-1993 Standards. In the plan, the offeror shall describe the procedures and methods and staffing to be used to review the digital images and file/directory names before delivery to the Library to ensure that the delivery requirements are met. The plan shall address quality control procedures for handling reworks for unacceptable batches and individual images.

L.3.5 SECTION 5 - Corporate Support Capabilities and Facilities

A summary description of the capabilities and adequacy of corporate resources and staff to provide technical support and backup to the proposed project team shall be provided. The offeror shall provide an organization chart which illustrates the relationship of the proposed team members for the purposes of this project and which illustrates how the team is integrated into the offeror's organization.

LOT 2

Offeror shall describe the features of the contractor facility pertaining to the handling and storage of nitrate film which demonstrates the capability to maintain and assure the safety of the original materials.

L.3.6 SECTION 6 - Use of Subcontractors

Offeror must identify all subcontractors and their responsibility with the project. Similar information required to determine responsibility of the prime contractor must be submitted for all subcontractors.

L.3.7 SECTION 7 - Questions/Problems

Offeror is to provide a list of questions and/or problems which must be addressed prior to contract award and beginning of performance. If the offeror takes exception to a particular task or condition, it must be clearly identified in this section.

L.4 SAMPLE IMAGES AND BENCHMARK TESTS

After the initial technical evaluation, and as indicated in Section M.2.2, the Library will require a demonstration of technical competence from those offerors determined to be in the competitive range (technical, price, and other factors considered). This technical demonstration will consist of the production and delivery of digital images. For both LOT 1 and LOT 2, the offeror will be required to produce a series of images.

For LOT 1, the Library will supply two special targets (for transmitted and reflected light) and **four** pictorial source images as described in Section M.2.2.2.

For LOT 2, the Library will supply one special target (for transmitted light), **two** five-frame strips of 35mm film and two Civil War map microfiche as described in Section M.2.2.2.

The offeror shall create images of the targets for evaluation by an independent testing laboratory and image sets as required for the **four** pictorial item for evaluation by the Library. The sample digital images together with any explanations that the offeror feels would be appropriate to understand the results shall be submitted for evaluation. **Two copies of the** digital images shall be submitted on write-once CD-ROM disks.

L.5 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (JUN 1988)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available

52.215-5	SOLICITATION DEFINITIONS	JUL 1987
52.215-7	UNNECESSARILY ELABORATE PROPOSALS	APR 1984
52.215-8	AMENDMENTS TO SOLICITATIONS	DEC 1989
52.215-9	SUBMISSION OF OFFERS	MAR 1997
52.215-10	LATE SUBMISSIONS, MODIFICATIONS, AND WITHDRAWALS OF PROPOSALS	MAY 1997
52.215-12	RESTRICTION ON DISCLOSURE AND USE OF DATA	APR 1984
52.215-13	PREPARATION OF OFFERS	APR 1984
52.215-14	EXPLANATION TO PROSPECTIVE OFFERORS	APR 1984
52.215-15	FAILURE TO SUBMIT OFFER	MAY 1997
52.216-27	SINGLE OR MULTIPLE AWARDS	OCT 1995

L.6 52.204-6 CONTRACTOR IDENTIFICATION NUMBER--DATA UNIVERSAL

NUMBERING SYSTEM (DUNS) NUMBER. (DEC 1996)

(a) Contractor Identification Number, as used in this provision, means "Data Universal Numbering System (DUNS) number," which is a nine-digit number assigned by Dun and Bradstreet Information Services.

(b) Contractor identification is essential for complying with statutory contract reporting requirements. Therefore, the offeror is requested to enter, in the block with its name and address on the Standard Form 33 or similar document, the annotation "DUNS" followed by the DUNS number which identifies the offeror's name and address exactly as stated in the offer.

(c) If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, the offeror should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- (1) Company name.
- (2) Company address.
- (3) Company telephone number.
- (4) Line of business.
- (5) Chief executive officer/key manager.
- (6) Date the company was started.
- (7) Number of people employed by the company.
- (8) Company affiliation.

(d) Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office from the Internet Home Page at <http://www.dbisna.com/dbis/customer/custlist.htm>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dbisma.com.

L.7 52.215-16 CONTRACT AWARD. (OCT 1995) -- ALTERNATE I (OCT 1995)

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, cost or price and other factors, specified elsewhere in this solicitation, considered.

(b) The Government may (1) reject any or all offers if such action is in the public interest, (2) accept other than the lowest offer, and (3) waive informalities and minor irregularities in offers received.

(c) The Government intends to evaluate proposals and award a contract after conducting written or oral discussions with all responsible offerors whose proposals have been determined to be within the competitive range. However, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

(d) The Government may accept any item or combination of items, unless doing so is precluded by a restrictive limitation in the solicitation or offer.

(e) A written award or acceptance of offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer shall result in a binding contract without further action by either party. Before the offer's specified expiration time, the Government may accept an offer (or part of an offer, as provided in paragraph (d) above), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award. Negotiations conducted after receipt of an offer do not constitute a rejection or counteroffer by the Government.

(f) Neither financial data submitted with an offer, nor representations concerning facilities or financing, will form a part of the resulting contract. However, if the resulting contract contains a clause providing for price reduction for defective cost or pricing data, the contract price will be subject to reduction if cost or pricing data furnished is incomplete, inaccurate, or not current.

(g) The Government may determine that an offer is unacceptable if the prices proposed are materially unbalanced between line items or subline items. An offer is materially unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated in relation to cost for other work, and if there is a reasonable doubt that the offer will result in the lowest overall cost to the Government, even though it may be the low evaluated offer, or it is so unbalanced as to be tantamount to allowing an advance payment.

(h) The Government may disclose the following information in post-award debriefings to other offerors: (1) the overall evaluated cost or price and technical rating of the successful offeror; (2) the overall ranking of all offerors, when any ranking was developed by the agency during source selection; (3) a summary of the rationale for award; and (4) for acquisitions of commercial end items, the make and model of the item to be delivered by the successful offeror.

L.8 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of an indefinite quantity firm-fixed unit price contract resulting from this solicitation.

L.9 52.215-41 REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA. (JAN 1997)

(a) Exceptions from cost or pricing data. (1) In lieu of submitting cost or pricing data, offerors may submit a written request for exception by submitting the information described in the following subparagraphs. The Contracting Officer may require additional supporting information, but only to the extent necessary to determine whether an exception should be granted, and whether the price is fair and reasonable.

(i) Identification of the law or regulation establishing the price offered. If the price is controlled under law by periodic rulings, reviews, or similar actions of a governmental body, attach a copy of the controlling document, unless it was previously submitted to the contracting office.

(ii) For a commercial item exception, the offeror shall submit, at a minimum, information on prices at which the same item or similar items have previously been sold that is adequate for evaluating the reasonableness of the price for this acquisition.

Such information may include--

(A) For catalog items, a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller. Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities.

(B) For market-priced items, the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market.

(C) For items included on an active Federal Supply Service Multiple Award Schedule contract, proof that an exception has been granted for the schedule item.

(2) The offeror grants the Contracting Officer or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify any request for an exception under this provision, and the reasonableness of price. Access does not extend to cost or profit information or other data relevant solely to the offeror's determination of the prices to be offered in the catalog or marketplace.

(b) Requirements for cost or pricing data. If the offeror is not granted an exception from the requirement to submit cost or pricing data, the following applies:

(1) The offeror shall submit cost or pricing data on Standard Form (SF) 1411, Contract Pricing Proposal Cover Sheet (Cost or Pricing Data Required), with supporting attachments prepared in accordance with Table 15-2 of FAR 15.804-6(b)(2).

(2) As soon as practicable after agreement on price, but before contract award (except for unpriced actions such as letter contracts), the offeror shall submit a Certificate of Current Cost or Pricing Data, as prescribed in FAR 15.804-4.

L.10 52.233-2 SERVICE OF PROTEST. (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Helen S. Mathura
Library of Congress
Contracts and Logistics
1701 Brightseat Road

Landover, MD 20785-3799

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

CONTRACT PRICING PROPOSAL COVER SHEET
(Cost or Pricing Data Required)

1. SOLICITATION/CONTRACT IDENTIFICATION NUMBER

OMB No.: 9000-0013
Expires: 09/30/98

Public reporting burden for this collection of information is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of the collection of information, including suggestions for reducing this burden, to the FAR Secretariat (VRS), Office of Federal Acquisition Policy, GSA, Washington, DC 20405.

2a. NAME OF OFFEROR

2b. FIRST LINE ADDRESS

2c. STREET ADDRESS

2d. CITY

2e. STATE 2f. ZIP CODE

3. TYPE OF CONTRACT (Check)

☐ FFP ☐ CFF ☐ CFF ☐ CFAF
☐ FPI ☐ OTHER (Specify)

3a. NAME OF OFFEROR'S POINT OF CONTACT

3c. TELEPHONE

3b. TITLE OF OFFEROR'S POINT OF CONTACT

AREA CODE NUMBER

4. TYPE OF CONTRACT ACTION (Check)

a. NEW CONTRACT d. LETTER CONTRACT
b. CHANGE ORDER e. UNPRICED ORDER
c. PRICE REVISION/REDETERMINATION f. OTHER (Specify)

5. PROPOSED COST (A + B = C)
A. COST B. PROFIT/FEE C. TOTAL

7. PERFORMANCE

8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting this recap is required unless otherwise specified by the Contracting Officer. (Continue on reverse, and then on plain paper, if necessary. Use same headings.)

a. LINE ITEM NO.	b. IDENTIFICATION	c. QUANTITY	d. TOTAL PRICE	e. PROP. REF. PAGE

9. PROVIDE THE FOLLOWING (If available)

NAME OF CONTRACT ADMINISTRATION OFFICE

NAME OF AGENCY OFFICE

STREET ADDRESS

STREET ADDRESS

CITY

CITY

STATE ZIP CODE

STATE ZIP CODE

TELEPHONE

TELEPHONE

AREA CODE NUMBER

AREA CODE NUMBER

10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? (If "Yes," specify)

☐ YES ☐ NO

11a. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? (If "Yes," complete Item 11b)

☐ YES ☐ NO

11b. TYPE OF FINANCING (Check one)

☐ ADVANCE PAYMENT ☐ PROGRESS PAYMENTS
☐ GUARANTEED LOANS

12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? (If "Yes," specify item(s), contract number(s) and contract number(s) on reverse of form.)

☐ YES ☐ NO

13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTIMATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31, COST PRINCIPLES? (If "Yes," explain on reverse of form)

☐ YES ☐ NO

14. COST ACCOUNTING STANDARDS BOARD (CASB) DATA (Public Law 91-379 as amended and FAR PART 30)

a. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATIONS? (If "Yes," explain in proposal)

☐ YES ☐ NO

b. HAVE YOU SUBMITTED A CASE DISCLOSURE STATEMENT (CASB DS-1 or 3)? (If "Yes," specify in proposal the office to which submitted and if determined to be adequate)

☐ YES ☐ NO

c. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NONCOMPLIANCE WITH YOUR DISCLOSURE STATEMENT ON COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)

☐ YES ☐ NO

d. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? (If "Yes," explain in proposal)

☐ YES ☐ NO

This proposal is submitted in response to the solicitation, contract, modification, etc., in Item 1 and reflects our estimate and/or actual costs as of the date and conforms with the instructions in FAR 18.804-804(h)(1), and Table 18-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer and authorized representatives the right to examine, at any time before award, those records, which include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or any other form, or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.

15. NAME OF OFFEROR (If not)

15. TITLE OF OFFEROR (If not)

15. NAME OF FIRM

17. SIGNATURE

18. DATE OF SUBMISSION

AUTHORIZED FOR LOCAL REPRODUCTION
Previous edition is not usable

STANDARD FORM 1411 (REV. 10-95)
Prescribed by GSA - FAR 101.019 53.216-21a

**TABLE 15-2 INSTRUCTIONS FOR SUBMISSION OF A CONTRACT PRICING PROPOSAL
WHEN COST OR PRICING DATA ARE REQUIRED**

The SF 1411 provides a cover sheet for use by offerors to submit to the Government a pricing proposal of estimated and/or actual costs only when cost or pricing data are required.

1. The pricing proposal shall be segregated by contract line item with sufficient detail to permit cost analysis. Attach cost-element breakdowns, using the applicable formats prescribed in Item 8A, B, or C of this section, for each proposed line item. These breakdowns must conform to the instructions in the solicitation and any specific requirements established by the contracting officer. Furnish supporting breakdowns for each cost element, consistent with the offeror's cost accounting system.

When more than one contract line item is proposed, summary total amounts covering all line items must be furnished for each cost element. If agreement has been reached with Government representatives on use of forward pricing rates/factors, identify the agreement, include a copy, and describe its nature. Depending on offeror's system, breakdowns shall be provided for the following basic elements of cost, as applicable:

Materials - Provide a consolidated priced summary of individual material quantities included in the various tasks, orders, or contract line items being proposed and the basis for pricing (vendor quotes, invoice prices, etc.). Include raw materials, parts, components, assemblies, and services to be produced or performed by others. For all items proposed, identify the item and show the source, quantity, and price.

Competitive Methods - For those acquisitions (e.g. subcontracts, purchase orders, material orders, etc.) exceeding the pertinent threshold set forth at 15.804-2(a)(1) priced on a competitive basis, also provide data showing degree of competition, and the basis for establishing the source and reasonableness of price. For interorganizational transfers priced at other than cost of the comparable competitive commercial work of the division, subsidiary, or affiliate of the contractor, explain the pricing method (see 31.205-26(e)).

Established Catalog or Market Prices or Prices Set by Law or Regulation or Commercial Item Not Covered By Another Exception--When an exception from the requirement to submit cost or pricing data is requested, whether the item was produced by others or by the offeror, provide justification for the exception as required by 15.804-1(d).

Noncompetitive Methods - For those acquisitions (e.g. subcontracts, purchase orders, material orders, etc.) exceeding the pertinent threshold set forth at 15.804-2(a)(1) priced on a noncompetitive basis, also provide data showing the basis for establishing source and reasonableness of price. For standard commercial items fabricated by the offeror that are generally stocked in inventory, provide a separate cost breakdown if priced based on cost. For interorganizational transfers priced at cost, provide a separate breakdown of cost by elements. As required by 15.806-2(a), provide a copy of cost or pricing data submitted by the prospective source in support of each subcontract, or purchase order that is either: (i) \$1,000,000 or more, or (ii) both more than the pertinent threshold set forth in 15.804-2(a)(1)(iii) and (iv) and more than 10 percent of the prime contractor's proposed price. The contracting officer may require submission of cost or pricing data in support of proposals in lower amounts. Submit the results of the analysis of the prospective source's proposal as required by 15.806. When the submission of a prospective source's cost or pricing data is required as described above, it shall be included as part of the offeror's initial pricing proposal.

Direct Labor - Provide a time-phased (e.g., monthly, quarterly, etc.) breakdown of labor hours, rates, and cost by appropriate category, and furnish bases for estimates.

Indirect Costs - Indicate how offeror has computed and applied offeror's indirect costs, including cost breakdowns, and showing trends and budgetary data, to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation.

Other Costs - List all other costs not otherwise included in the categories described above (e.g., special tooling, travel, computer and consultant services, preservation, packaging and packing, spoilage and rework, and Federal excise tax on finished articles) and provide bases for pricing.

Royalties - If more than \$250, provide the following information on a separate page for each separate royalty or license fee: name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description (including any part or model numbers of each contract item or component on which the royalty is payable); percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties. In addition, if specifically requested by the contracting officer, provide a copy of the current license agreement and identification of applicable claims of specific patents. (See FAR 27.204 and 31.205-37).

Facilities Capital Cost of Money - When the offeror elects to claim facilities capital cost of money as an allowable cost, the offeror must submit Form CASB-CMF and show the calculation of the proposed amount (see FAR 31.205-10).

2. As part of the specific information required, the offeror must submit with offeror's proposal, and clearly identify as such, cost or pricing data (that is, data that are verifiable and factual and otherwise as defined at FAR 15.801). In addition, submit with offeror's proposal any information reasonably required to explain offeror's estimating process, including -

a. The judgmental factors applied and the mathematical or other methods used in the estimate, including those used in projecting from known data; and

b. The nature and amount of any contingencies included in the proposed price.

3. Whenever the offeror has incurred costs for work performed before submission of proposal, those costs must be identified in the offeror's cost/price proposal.

4. There is a clear distinction between submitting cost or pricing data and merely making available books, records, and other documents without identification. The requirement for submission of cost or pricing data is met when all accurate cost or pricing data reasonably available to the offeror have been submitted, either actually or by specific identification, to the contracting officer or an authorized representative. As later information comes into the offeror's possession, it should be promptly submitted to the contracting officer in a manner that clearly shows how the information relates to the offeror's price proposal. The requirement for submission of cost or pricing data continues up to the time of agreement on price, or another date agreed upon between the parties if applicable.

5. In submitting offeror's proposal, offeror must include an index, appropriately referenced, of all the cost or

pricing data and information accompanying or identified in the proposal. In addition, any future additions and/or revisions, up to the date of agreement on price, must be annotated on a supplemental index.

6. By submitting offeror's proposal, the offeror, if selected for negotiation, grants the contracting officer or an authorized representative the right to examine, at any time before award, those books, records, documents, and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.

7. As soon as practicable after final agreement on price, but before the award resulting from the proposal, the offeror shall, under the conditions stated in FAR 15.804-4, submit a Certificate of Current Cost or Pricing Data.

8. HEADINGS FOR SUBMISSION OF LINE-ITEM SUMMARIES:

A. New Contracts (including Letter contracts).

COST ELEMENTS	PROPOSED CONTRACT ESTIMATE-TOTAL COST	PROPOSED CONTRACT ESTIMATE-UNIT COST	REFERENCE
(1)	(2)	(3)	(4)

Under Column (1) - Enter appropriate cost elements.

Under Column (2) - Enter those necessary and reasonable costs that in offeror's judgment will properly be incurred in efficient contract performance. When any of the costs in this column have already been incurred (e.g., under a letter contract or unpriced order), describe them on an attached supporting schedule. When preproduction or startup costs are significant, or when specifically requested to do so by the contracting officer, provide a full identification and explanation of them.

Under Column (3) - Optional, unless required by the contracting officer.

Under Column (4) - Identify the attachment in which the information supporting the specific cost element may be found. Attach separate pages as necessary.

B. Change Orders, Modifications, and Claims.

COST ELEMENTS	ESTIMATED COST OF ALL WORK DELETED	COST OF DELETED WORK PERFORMED	NET COST TO BE DELETED	COST OF WORK ADDED	NET COST OF CHANGE	REFERENCE
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Under Column (1) - Enter appropriate cost elements.

Under Column (2)--Include the current estimates of what the cost would have been to complete the deleted work not yet performed (not the original proposal estimates), and the cost of deleted work already performed.

Under Column (3) - Include the incurred cost of deleted work already performed, actually computed if possible, or estimated in the contractor's accounting records. Attach a detailed inventory of work, materials, parts, components, and hardware already purchased, manufactured, or performed and deleted by the change, indicating the cost and proposed disposition of each line item. Also, if offeror desires to retain these items or any portion of them, indicate the amount offered for them.

Under Column (4) - Enter the net cost to be deleted which is the estimated cost of all deleted work less the cost of deleted work already performed. Column (2) less Column (3) = Column (4).

Under Column (5) - Enter the offeror's estimate for cost of work added by the change. When nonrecurring costs are significant, or when specifically requested to do so by the contracting officer, provide a full identification and explanation of them. When any of the costs in this column have already been incurred, describe them on an attached supporting schedule.

Under Column (6) - Enter the net cost of change which is the cost of work added, less the net cost to be deleted. When this result is negative, place the amount in parentheses. Column (4) less Column (5) = Column (6).

Under Column (7) - Identify the attachment in which the information supporting the specific cost element may be found. Attach separate pages as necessary.

C. Price Revision/Redetermination.

CUTOFF DATE	NUMBER OF UNITS COMPLETED	NUMBER OF UNITS TO BE COMPLETED	CONTRACT AMOUNT	REDETERMINATION PROPOSAL AMOUNT	DIFFERENCE		
(1)	(2) (6)	(3)	(4)	(5)			
<hr/>							
COST ELEMENTS	INCURRED COST-- PREPRO- DUCTION UNITS	INCURRED COST-- COMPLETED PROCESS	INCURRED COST-- WORK IN	TOTAL INCURRED COST	EST. COST TO COMPLETE	EST. TOTAL COST	REFERENCE
(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

Under Column (1) - Enter the cutoff date required by the contract, if applicable.

Under Column (2) - Enter the number of units completed during the period for which experienced costs of production are being submitted.

Under Column (3) - Enter the number of units remaining to be completed under the contract.

Under Column (4) - Enter the cumulative contract amount.

Under Column (5) - Enter the offeror's redetermination proposal amount.

Under Column (6) - Enter the difference between the contract amount and the redetermination proposal amount. When this result is negative, place the amount in parentheses. Column (4) less Column (5) = Column (6).

Under Column (7) - Enter appropriate cost elements. When residual inventory exists, the final costs established under fixed-price-incentive and fixed-price-redeterminable arrangements should be net of the fair market value of such inventory. In support of subcontract costs, submit a listing of all subcontracts subject to repricing action, annotated as to their status.

Under Column (8) - Enter all costs incurred under the contract before starting production and other nonrecurring costs (usually referred to as startup costs) from offeror's books and records as of the cutoff date. These include such costs as preproduction engineering, special plant rearrangement, training program, and any identifiable nonrecurring costs such as initial rework, spoilage, pilot runs, etc. In the event the amounts are not segregated in or otherwise available from offeror's records, enter in this column offeror's best estimates. Explain the basis for each estimate and how the costs are charged on offeror's accounting records (e.g., included in production costs as direct engineering labor, charged to manufacturing overhead, etc.). Also show how the costs would be allocated to the units at their various stages of contract completion.

Under Columns (9) and (10) - Enter in Column (9) the production costs from offeror's books and records (exclusive of preproduction costs reported in Column (8)) of the units completed as of the cutoff date. Enter in Column (10) the costs of work in process as determined from offeror's records or inventories at the cutoff date. When the amounts for work in process are not available in contractor's records but reliable estimates for them can be made, enter the estimated amounts in Column (10) and enter in Column (9) the differences between the total incurred costs (exclusive of preproduction costs) as of the cutoff date and these estimates. Explain the basis for the estimates, including identification of any provision for experienced or anticipated allowances, such as shrinkage, rework, design changes, etc. Furnish experienced unit or lot costs (or labor hours) from inception of contract to the cutoff date, improvement curves, and any other available production cost history pertaining to the item(s) to which offeror's proposal relates.

Under Column (11) - Enter total incurred costs (Total of Columns (8), (9), and (10)).

Under Column (12) - Enter those necessary and reasonable costs that in contractor's judgment will properly be incurred in completing the remaining work to be performed under the contract with respect to the item(s) to which contractor's proposal relates.

Under Column (13) - Enter total estimated cost (Total of Columns (11) and (12)).

Under Column (14) - Identify the attachment in which the information supporting the specific cost element may be found. Attach separate pages as necessary.

SECTION M

EVALUATION FACTOR FOR AWARD

M.1 EVALUATION CRITERIA

M.1.1 Contractor selection will be based on evaluation of proposals in accordance with the responses received to the criteria outlined in Section L, Instructions, Conditions, and Notices to Offerors and the Schedule of Prices. Award will be made to that offeror whose combination of technical and price proposals represents the best value to the Government and is most advantageous, price and other factors considered, and which is within the available Library of Congress resources.

M.1.2 The Library of Congress also reserves the right to reject any or all proposals received and/or request clarification or modification of proposals. The Library reserves the right to determine a competitive range for negotiation based upon the technical and cost acceptability of proposals. In addition, the Library reserves the right to award a contract without discussions.

M.1.3 Cost evaluation will include an analysis of the total cost and cost elements (if applicable) to perform the required work. The total costs supplied by the offeror shall be submitted on a copy of Section B in the spaces provided and shall constitute the total firm-fixed unit price for that service or deliverable.

M.1.4 Proposals that are unrealistic in terms of technical commitment or unreasonably low or high in cost or price will be deemed reflective of an inherent lack of technical competence or indicative of failure to comprehend the complexity and risk involved in the contract requirements and may be grounds for rejection of the proposal.

M.2 EVALUATION FACTORS

Technical proposals will be initially evaluated with respect to four (4) major factors for determination of the competitive range. Technical factors are listed in descending order of importance. The technical proposal is worth more than the cost proposal; when technical proposals are relatively equal in technical merit, cost may increase in importance.

M.2.1 Technical Factors

- | | |
|-----------------|---|
| Factor 1 | Overall technical approach; proposed methodology; demonstrated understanding of the scope of work and the requirements (L.3.1) |
| Factor 2 | Previous demonstrated production experience and past performance; qualifications of key personnel and project management capability (L.3.2 and L.3.3) |
| Factor 3 | Quality Control (L.3.4) |
| Factor 4 | Facilities and corporate support capability (L.3.5) |

M.2.2 Sample Digital Images and Benchmark Tests

Those offerors determined to be in the competitive range (technical, price, and other factors considered) shall be required to provide images of special technical targets and of pictorial items as indicated below. The sample images for both Lot 1 and Lot 2 will be evaluated on a pass/fail basis in terms of the considerations outlined in Sections M.2.2.1 (targets) and M.2.2.2 (pictorial images).

M.2.2.1 Images of Target Sets

For LOT 1, offerors in the competitive range shall produce images for two (2) technical target sets (one transmitted-light target set and one reflected-light target set). The target sets and complete instructions regarding procedure will be provided to the offerors for the benchmark test. The target sets are described in Section C.4.6.4; each set includes: (a) a spatial resolution target, (b) a grayscale target, and (c) **an** additional target to characterize the scanning system. For LOT 2, images of only the transmitted-light target set will be required. The images will be evaluated by an independent testing laboratory.

M.2.2.1.1 Pass-fail values for spatial resolution

The readings from the Sine Patterns sinusoidal target shall be the same for reflected and transmitted light. The measured MTF shall have values which fall within the ranges given in the following table, at the given spatial frequencies:

Frequency	MTF
1	0.90 to 1.0
2	0.80 to 1.0
3	0.70 to 1.0
4	0.60 to 1.0
5	0.50 to 1.0
6	0.40 to 1.0
8	0.30 to 1.0
10	0.20 to 1.0

M.2.2.1.2 Pass-fail values for tonal distribution

The measurements from the grayscale targets shall be the same for reflected and transmitted light.

For mandatory images (8-bit grayscale), the digital values should be linear to the density of the original. The digital values for each area on the grayscale target shall not deviate by more than 10 from a linear least squares regression line fitted between the densities of the original target and the digital output values. A white area shall have values of r=243-250, g=243-250, and b=243-250, and a black area shall have values of r=5-12, g=5-12, and b=5-12. Care should be taken that no clipping (= loss of details) in either the highlights or the shadows occurs.

REQUIREMENT FOR IMAGE SAMPLE FOR THE DESIRABLE DIGITAL IMAGES OMITTED FROM BENCHMARK TESTING

M.2.2.1.3 Crosscheck evaluation of additional targets and sample pictorial images

In order to confirm the findings in the preceding tests and in order to offer diagnostic description of the offeror's capture system, the testing laboratory will make some additional measurements. Some additional measurements will be made from targets scanned for spatial resolution or tonal distribution; some will be made from additional targets; and some will be made by examining the pictorial samples provided to the Library evaluation committee (Section 2.2.2). The crosscheck measurements will include the following:

- White, middle gray, and black area (same for reflected and transmitted light). Measurements of these zones on the Gray Scale will indicate system noise (signal-to-noise measurement).
- Flare from the flare measurement target.
- Confirmation of spatial resolution measurement (from the Sine Patterns target) by measuring the results from a knife-edge target.
- Measurement of scanner noise from 1) a measurement without a sample in the light path and 2) measuring the dark current (i.e., making a scan with the lens covered in the case of a camera; or scanning a black target if the light source cannot be turned off).
- Measuring of scanner geometry related source noise amplification.

M.2.2.2 Images of Pictorial Items

LOT 1

Sets of digital images for **four (4)** pictorial items as follows shall be produced--

1. Black-and-white 8x10-inch negative. Produce 5UA, CRI, THM mandatory image set and 5UA, 5DI, CRI, THM desirable set, if offered.
2. **DELETED**
3. Color 4x5-inch transparency. Produce 4UA, CRI, THM mandatory image set and 4UA, 4DI, CRI, THM desirable set, if offered.
4. Black-and-white positive print, approximately 8x10 inches. Produce 5UA, CRI, THM mandatory image set and 5UA, 5DI, CRI, THM desirable set, if offered.

5. Color lithographed print or card, approximately 3x5 inches or less. Produce 3UA, CRI, THM mandatory image set and 3UA, 3DI, CRI, THM desirable set, if offered.

LOT 2

Sets of digital images for four (4) pictorial items:

1. Representing the type of film in the Mead/Bateson project: Two (2) film frames, each of which is on a multi-frame strip of 35mm film. Each film image shall be reproduced as a 5UA, CRI, THM mandatory image set and a 5UA, 5DI, CRI, THM desirable set, if offered
2. Representing the type of fiche in the Civil War map project: Two (2) 105m fiche, each reproducing one map. Each map shall be reproduced as a CUA mandatory image.

M.2.2.2.1 Evaluation of sample pictorial images

The sample images for both LOT 1 and LOT 2 will be evaluated on a pass/fail basis in terms of the following considerations or features:

- Accuracy of filenames; specifications will be sent with the sample films.
- Files must open and/or decompress in two different IBM-compatible computers, using the following software: PhotoShop and ThumbsPlus.
- TIFF header and tag elements must meet specifications.
- JPEG files will be checked using in JPEGINFO software; header must include JFIF file format indicator.
- JPEG files must be compressed to yield an approximate average reduction of 10:1 for black-and-white images and 15:1 for color images.
- Spatial resolution must be in the range specified in Section C.4.1
- Tonal resolution and tonal quality for images (including check of histogram) must meet requirements in Section C.4.4.1
- Corner to corner sharpness -- judged to the degree possible given image content and quality of original film image
- Cropping -- in terms of the guidelines outlined in Section C.4.8 and in Section J attachments.
- Concatenation -- for the image of the map from fiche only (Lot 2) in terms of the guidelines outlined in Section J, Attachment 6.

M.2.3 Cost

Reasonableness of cost.

M.2.4 Desirable Image Types

After technical evaluation and benchmark testing, those offerors technically acceptable and who have demonstrated the additional capability of producing the desirable image types as specified in C.4.2 may be awarded plus (additional) points. The cost for the desirable images will also be considered.

M.3 52.215-34 EVALUATION OF OFFERS FOR MULTIPLE AWARDS

In addition to other factors, offers will be evaluated on the basis of advantages and disadvantages to the Government that might result from marking more than one award (multiple awards). It is assumed, for the purposes of evaluating proposals, that \$500 would be the administrative cost to the Government for issuing and administering each contract awarded under this solicitation and individual awards shall be for the items or combinations of items that result in the lowest aggregate cost to the Government, including the assumed administrative costs.

M.3 52.217-5 EVALUATION OF OPTIONS (JUL 1990)

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).